July 10, 2001

Patricia M. Guise, CPPB
Senior Buyer
Winchester Hall
12 East Church Street
Frederick, MD 21701

Dear Ms. Guise:

The Library Corporation (TLC) is pleased to submit this response to your request for an automated library system for the Frederick County Public Libraries. We are proposing Library•**Solution**, TLC's integrated library automation system.

The Frederick County Public Libraries are beginning the difficult task of choosing an automation system to replace the existing VTLS system. Your library is comparing complex integrated systems, not off-the-shelf software packages like Microsoft Word or Word Perfect. Therefore, it is very important that you look closely not only at the products but also at the companies themselves. You are investing in a relationship with a company, not making a one-time purchase of software.

Library•**Solution** is a true third-generation automation system that has been installed in libraries since August 1996. Since its formal introduction in the Spring of 1997, Library•**Solution** has been chosen by over 440 library systems representing 1,359 libraries to replace 2nd generation systems including Epixtech Dynix, Epixtech NOTIS, VTLS, Gaylord GALAXY, GEAC/CLSI, Sirsi, and numerous others. Library•**Solution** has been chosen in competitive bid situations over Epixtech Horizon, Endeavor, DRA, EOS, Gaylord Polaris, III, Sirsi, Sydney, and others.

In 2000, TLC sold more systems to public libraries than any other vendor. The fact that we are located less than 40 miles away should make Library•**Solution** an obvious choice. Following are some of the public library systems of your size that have chosen Library•**Solution**:

Library	State	# of Titles	#of Sites
Lima Public Library	OH	270,000	6
Baldwin County Library System	AL	257,000	6
Butler County Federated Library System	PA	178,400	8
East Albemarle Regional Library	NC	167,501	6
Catawba County Library System	NC	167,415	6
Butte County Library	CA	158,896	4
Sandhill Regional Library System	NC	158,251	15
Bluegrass North Automation Consortia	KY	157,643	3

Headquarters • The Library Corporation
Research Park • Inwood, WV 25428-9733
Phone: 800.325.7759 or 304.229.0100
FAX: 304.229.0295

CARL • A TLC Company
3801 E. Florida Ave., Suite 300 • Denver, CO 80210
Phone: 888.439.2275 or 303.758.3030
FAX: 303.758.0606

International • The Library Corporation/CARL East Pte. Ltd
80 Robinson Road #09-04 • Singapore 068898
Phone: 65.236.1450 • FAX: 65.220.9821

Neuse Regional Library System	NC	148,671	8
Muskingum County Library System	OH	148,000	6
San Bernardino Public Library	CA	135,600	4
Portsmouth Public Library	OH	133,659	6
Blue Ridge Regional Library	VA	131,175	6
Sheppard Memorial Library	NC	130,451	3
Ascension Parish Library	LA	129,873	4
Central North Carolina Regional Library	NC	129,000	7
Sequoyah Regional Library System	GA	127,985	8
Walter C. Rawls Library	VA	126,344	9
Terrebonne Parish Library	LA	123,332	9
Lee-Itawamba Library System	MS	118,000	3
CMC Consortium	NC	116,551	7
Union County Public Library	NC	113,877	4
Freeport Public Library	IL	109,025	1
Bedford Public Library System	VA	108,186	6
St. Martin Parish Library System	LA	106,961	7
Siskiyou County Public Library	CA	102,356	11
Handley Regional Library	VA	101,986	3
Jasper County Public Library	IN	100,120	3
Bay County Public Library	FL	100,000	7

Libraries are choosing Library•**Solution** because of its ease of use for patrons and staff, the price, the functionality and most importantly, TLC's reputation for providing an "outstanding and unexpected level of support" to libraries.

Some of the highlights of TLC support include:

- **TLC offers free training at its corporate headquarters in Inwood, West Virginia. We recommend that the initial training be conducted at your location on your actual system, but additional training, annual "refresher" training, training of a new staff member, or training on an added module can be conducted at TLC headquarters at no charge.**

- TLC offers standard support desk hours from 7:30 a.m. to 12 midnight, *Eastern Time,* Monday through Friday. After-hours support is available 24 hours a day, 7 days a week at no additional charge.

- When you call any of TLC's phone numbers, you get a *human* voice! Unfortunately, this is becoming a rarity in today's business environment because it's not the cheapest way of doing business. It's the *only* way to do business however, if your goal is truly to provide great service to your customers.

- TLC carries this a step further, by giving the library *direct access* to the customer support staff. For example, if you're checking books out and you have a question about the Circulation module, you can dial an 800 number that goes straight to the TLC Circulation support staff. The person that picks up the phone can answer your question!

- TLC also offers an unexpected level of support when it comes to hardware. TLC is a certified reseller and service provider of the Dell Corporation. The servers and/or workstations purchased from TLC include three years of onsite, next day support. This can be upgraded to five years and to an even faster response time. If you have a hardware problem you only have to call TLC support, which can dispatch a Dell service representative to your site if necessary. Other vendors require that you contact the hardware vendor directly.

SYSTEM HIGHLIGHTS

Library•**Solution** is:

- an integrated client/server system;
- a third generation system, operating in a graphical environment with Oracle database management;
- a system utilizing a completely browser-based OPAC interface. Patrons and staff use the same interface whether accessing the OPAC from the library, homes, local schools, or offices. Because the interface is HTML, library staff with proper authorization can modify the interface without TLC intervention. The browser interface also offers seamless access to the Internet and external databases such as Ebsco Host, OCLC FirstSearch, or InfoTrac;
- a system allowing unlimited access to the OPAC at no additional charge;
- modular, enabling libraries to easily add functionality as funding permits.

Library•**Solution** includes:

- the most comprehensive integrated authority control available. Each time a record is added to the database, Library•**Solution** verifies both the name and subject authority headings against the local authority file *and the Library of Congress authority files.* The library no longer has to endure the arduous and expensive process of sending the database out for authority processing on a regular basis;
- in the core package complete Inventory Control management;
- Oracle Context Cartridge, providing your patrons with the most sophisticated searching available. Searches included Exact Searches, Near Searches (using fuzzy logic), root word searching, and Soundex Searching. With Soundex, or "sounds like" searching, typing in "bizness" returns all hits for "business."

We again appreciate the opportunity to respond to your request for pricing. We are available at any time to conduct a demonstration of our system at the Frederick County Public Libraries. We will be contacting you soon to answer any questions you may have.

Sincerely,

S D Burns

S. David Burns
National Sales Manager
800-325-7759, dburns@TLCdelivers.com

Technical Proposal for an

Automated Integrated Client/Server Library System

for

Frederick County Public Libraries

Frederick, MD

Submitted by:

The Library Corporation

Research Park
Inwood, WV 25428
Federal Identification No.: 52-1043428
Toll Free: 800.325.7759
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Table of Contents

1. TLC Profile 1-1
2. System Growth and Conversion of Data 2-1
3. Implementation Schedule 3-1
4. Maintenance and Support Updates 4-1
5. Reports 5-1
6. Training 6-1
7. References 7-1
8. Other TLC Responses 8-1
9. Response to Specifications 9-1
10. Required Forms 10-1

PURCHASING DEPARTMENT
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COMPTROLLER/ DIRECTOR OF FINANCE

Douglas D. Browning, CPA

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Michael F. Haifley, CPPO

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RESPONSIBILITY • FAIRNESS
CARING • CITIZENSHIP

June 29, 2001

RFP#01-77, Library Automation Software
(#0000000275)

Addendum #1

The following information is to be incorporated into the above referenced RFP by way of reference. Please acknowledge receipt of this Addendum by including a copy of this page in the Technical portion of your response.

An electronic copy of this RFP and all Addenda can be found at the following Web site: **www.co.frederick.md.us/govt/rfp.**

MFH/js

End of Addendum #1

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July 3, 2001

RFP #01-77, Library Automation Software

Addendum #2

The following information is hereby incorporated into the above mentioned bid by way of reference. Acknowledge receipt of this addendum by photocopying this page and enclosing it in the Technical portion of your response.

Implementation Schedule (page 2)

Vendors can expect to begin this project in early September since Board of County Commissioner approval is necessary before a contract can be signed.

In lieu of the required implementation schedule that uses server hardware already on site at FCPL, vendors may submit an implementation schedule that requires the purchase of a new server. Vendors should note that cost may prohibit FCPL from purchasing a new server.

System Capacity Requirements (page 3)

All of FCPL's PC's currently run Windows 95. Any new PCs that are purchased or any PCs that are replaced will have Windows 2000.

Server Architecture (page 3)

FCPL would like to use its present server, an HP9000 K380. Cost may prevent us from purchasing a new server. We do expect to purchase additional memory, disk drives, etc. If the cost of upgrading our existing server exceeds the cost of purchasing a new server FCPL may consider purchasing a new server.

1. TLC Profile

Vendor Profile A brief description of the vendor's background, organization, staff, experience, and product line must be included in this section. Vendor should demonstrate financial stability and describe any outstanding litigation. The names and experience of the vendor's staff assigned to the FCPL project.

About The Library Corporation

The Library Corporation (TLC) provides an outstanding and unexpected level of service to libraries throughout the world. We listen to librarians, and for over 26 years, have provided the solutions they need. Part of our success stems from offering technological solutions at affordable prices. A larger part of the picture has been our desire to make our customers happy.

Beginnings

TLC evolved from providing MARCFICHE to over 5,000 libraries in the seventies and eighties. From that humble start grew today's TLC – an international company of over 191 employees, with headquarters at our 50-acre Research Park facility in eastern West Virginia.

Our ability to provide needed solutions to the library world and our place in the library marketplace was strengthened by the company's June 2000 acquisition of CARL Corporation. CARL Corporation is a Denver-based developer of technological solutions used by the largest public libraries in the U.S. and across the world. Together, TLC and CARL will continue to provide libraries with the outstanding and unexpected level of service and solutions they deserve.

In addition to our corporate headquarters in West Virginia and CARL's facility in Denver, TLC maintains offices in Kansas City, Tampa and Singapore.

We Make History

We've anticipated, and therefore, kept ahead of changes in technology. When MS-DOS and CD-ROM technologies appeared in the early 1980's, we worked to develop ways to bring personal computing technology to libraries. We succeeded, and in 1985 we were the first organization in the world to successfully apply CD-ROM technology to the storage of data.

Libraries welcomed our first CD-ROM product, BiblioFile Cataloging. It quickly became the most popular desktop cataloging tool in the history of library technical services. To help librarians acquire the tools to use the program, we created a special subscription offer that allowed us to

give away thousands of desktop computers. Librarians today enjoy receiving their free Pentiums with our special subscription offer.

Thanks to BiblioFile's popularity, TLC grew quickly from 1985 to early 1990. We doubled every six months, increasing from eight to 80 employees. We outgrew our former facility in West Virginia and moved to today's facility – which includes an ever-expanding building surrounded by wooded acres.

Our Products Keep Pace with Technology

We introduced the world's first multi-media CD-ROM OPAC, The Intelligent Catalog, in 1987. With context-sensitive, spoken help messages and fast searching, The Intelligent Catalog was a success. We quickly followed The Intelligent Catalog with BiblioFile Circulation to round out our full line of PC-based automation solutions.

While these products were being created, TLC was developing unique programming to process the MARC data needs of libraries. Since then, we've converted, processed, and built MARC databases for hundreds of libraries, including some of the largest union catalogs in the world. Today, we process over 4.2 *billion* MARC records annually.

In 1995, TLC took the lead again by creating ITS•**for Windows**, the successor to BiblioFile Cataloging. ITS•**for Windows** features an easy to use graphical interface in a familiar Windows environment. Its capabilities have won it continuous praise and thousands of users worldwide. Today, ITS•**for Windows** boasts Z39.50 client capabilities that allow access to online MARC data from around the world, including our own 13 million MARC record database on our Z39.50 server.

World's Fastest Growing Automation System

In February of 1997, TLC introduced Library•**Solution** to the library world. Library•**Solution** is a native Windows NT, integrated library management system utilizing the familiar graphical interfaces of Windows and the World Wide Web.

Our anticipation of the world's acceptance of Windows NT demonstrated once again our ability to select appropriate technologies for the library world. As a result, Library•**Solution** quickly became the integrated library management system of choice, making it the fastest growing library automation system *in the world.*

Library•**Solution** core tools are Authority Control, Cataloging, Circulation, a Web accessible OPAC, and Library•**Z** (Z39.50 client and server). Optional modules include Library•**Acquire** (acquisitions), Library•**Serial** (serials control), and Library•**Bookings**.

Library•**Solution**'s success testifies to our commitment to deliver outstanding and unexpected service to our clients. TLC also offers the powerful interlibrary loan resource manager, Library•**Request**.

Still Offering Outstanding Service

In this day of corporate buyouts and mergers, TLC retains its identity as a privately held, family run business. Its original founder, Annette Harwood-Bakhtiar, is active in the company's daily operations as president and CEO. The thousands of libraries we serve enjoy the reassurance that many years of commerce with a family-owned business bring, and TLC remains a stable and profitable organization dedicated to serving libraries.

Throughout the years, TLC has gained a level of experience unequaled in the industry. Our success benefits our customers and their patrons. That's because they're important – and the reason we keep listening.

TLC officers include:

Annette Harwood-Bakhtiar:	CEO, Chairman and Founder
Gary Kirk:	Vice President
Calvin Whittington:	Secretary

Total company employment is 186. Staff breakdown is as follows:

	Number of Staff	Percentage of Staff
Research and Development	53	28.04%
Sales and Marketing	29	15.34%
Customer Service	83	45.50%
Administrative	13	6.88%
Executive and Executive Support	8	4.23%

At present, 19 staff members are librarians.

TLC is a financially sound company. The following financial reference is presented and can attest to the financial responsibility of The Library Corporation:

Bank of Charles Town
Charles Town, WV 25414
Contact Person: William Harner
Phone: 304-725-8431

Resumes of Staff assigned to the FCPL project are presented below:

S. David Burns. National Sales Manager. Mr. Burns has a Bachelor of Arts degree from Washington and Lee University and a Masters in Business Administration from West Virginia University. Having joined TLC in 1989, his experience includes marketing, management of the BiblioFile Cataloging Division, and Regional Sales Manager. In October 2001, Mr. Burns assumed the responsibilities of National Sales Manager.

Scott Beckman. TLC Training Manager. Mr. Beckman has been with The Library Corporation since October 1993, joining TLC staff with a background in communication and automated printing. His previous positions with TLC have included Data Analyst, Computer Operator, PC Technician, Library•**Solution** System Integration Specialist, and Assistant Division Manager for Technical Support. Currently Mr. Beckman manages the activities and development of the "Solutions Through Learning" training program.

David Bicking. Circulation/Serials/Booking Product Manager. Mr. Bicking has been with The Library Corporation since March 1989, joining TLC staff with a background in mainframe and PC computer systems for general business applications. His previous positions with TLC included Product Development Leader for BiblioFile Circulation, consultant for other BiblioFile automation tools, and that of coordinating the early development of TLC's fully integrated library system, Library•**Solution**. Currently, Mr. Bicking oversees the activities of Circulation, Serials Control, Materials Booking, and Interlibrary Loan software modules.

Barbara Coffinberger, Library•Solution Project Manager. Ms. Coffinberger joined TLC in March of 1990 as a member of the Support Department, where she became familiar with all aspects of Library•**Solution**, especially Cataloging and Acquisitions. In 1993, she was Acquisitions "Product Champion," and in 1995 became the Library•**Solution** Project Manager. Ms. Coffinberger is responsible for overseeing the overall coordination and scheduling of all Library•**Solution** projects.

Matthew D. Crim. Public Access Catalog Product Manager. Mr. Crim graduated with a Bachelor of Arts degree in Business Administration and Communications from Shepherd College in 1998. He joined TLC in May 1998 as an HTML programmer and soon joined the Sales and Marketing Division. In August 2000, Mr. Crim became the Public Access Catalog Product Manager and now oversees development in that area.

Randy Kremer. Director of Customer Services. Mr. Kremer is a graduate of James Madison University with a concentration in Computer Science and has been with The Library Corporation since 1992 when he joined TLC's support department. He has been involved in the development and management of TLC's local area networks and Internet systems and has been instrumental in the development of **YouSeemore**, TLC's customizable patron gateway to the Web.

Chris Laughary. TLC Senior Product Manager for Library•Solution Products. Mr. Laughary has been with TLC since 1999 and previously fulfilled an important role as TLC's Installation Project Manager and Support Director for 221 sites in Broward County Florida. Before coming to TLC, he was a computer technology consultant who developed technology solutions for education systems and is credited with starting one of the first technology-based charter schools in the state of Florida. In his current role, he supervises the Product Management Team and the Internet Project Team at Inwood, manages the creation of functional specifications for all Library•**Solution** products, and assists in customer support decisions. Mr. Laughary has a Bachelor's Degree in English and is certified in Educational Technology. He is also a Microsoft Certified Professional.

Thomas Loy. Director of Sales. Mr. Loy holds a Bachelor of Science degree from Shepherd College and has been employed with The Library Corporation since 1988. Since joining TLC, he has gained extensive experience in all phases of public access catalog development and has managed all PAC operations, including building the catalog, installation, training, and support of the system. As National Sales Manager, Mr. Loy was responsible for planning and coordinating TLC's national sales activities and interacting with other divisions regarding product development. In 2000, he accepted the position of Director of Sales and now oversees the National Sales Managers, Automation Consultants, Sales Development Specialists, Direct Sales Team, and Bid Department. Mr. Loy also oversees all sales of the CARL IMDS system and TLC's interlibrary loan system, Library•**Request**.

Shawnie Quigley. Support Manager. Ms. Quigley joined TLC as a Cataloging Support Technician in December 1997. Ms. Quigley became Assistant Support Manager in January 2000, and Support Manager in August 2000. She is responsible for providing customer support and training for TLC software on a variety of operating systems and hardware platforms.

Thom Sine. Information Technology Team Manager. Mr. Sine joined TLC in June 1991 with a background in computer technology. He has worked extensively in the implementation and installation of TLC's library automation systems and has received Microsoft NT and Novell network certification. As the Information Technology Team Manager, Mr. Sine is responsible for overseeing the implementation of TLC networked systems, including TLC's integrated library automation system, Library•**Solution**.

Sherry Smith. Data Processing Manager. Ms. Smith joined The Library Corporation in May 1990. She has served TLC in several capacities, including Support Department Manager. Ms. Smith joined the data processing department in 1993, when she began implementing hundreds of BiblioFile Circulation databases. She began working on Library•**Solution** database implementation in 1998 and also took on the role of coordinating all Library•**Solution** projects within the data processing department. Ms. Smith was promoted to Assistant Manager of the Data Processing Department in 1999, and accepted the position of Manager in 2000.

Doug Storer. Cataloging / Acquisitions Product Manager. Mr. Storer has been with The Library Corporation since November 1989, and has extensive experience in computer systems and database design. He has managed TLC's sales and customer support efforts and is also involved in product development. Mr. Storer is currently coordinating the activities of TLC's online and CD-based Cataloging and Acquisitions services.

Cathryn Silvius. Assistant Support Manager. Ms. Silvius has been with The Library Corporation since 1992. She has an Associates Degree in Applied Sciences in Electronics from Lord Fairfax Community College. Ms. Silvius started in TLC's Support Division and gained experience with all TLC products, focusing on the public access catalog. Past experience at TLC includes analyzing data for building PAC databases for the TLC Data Division and coordinating activities as web master for NetPACs. Ms. Sylvius assumed the position of PAC Project Manager in 1998, coordinating all TLC Public Access Catalog activities, including CD PAC, NetPAC and Library•**Solution** PAC. Ms. Sylvius brings much-needed experience to her position of Support Assistant Manager.

TLC Trainers. TLC's trainer(s) sent to your library will be selected from TLC's team of experienced technicians. All TLC instructors are members of our Technical Support Department. Each instructor is a fully trained Support Technician who has received professional instruction on effective training. As active Support Technicians, each instructor is fully knowledgeable of all Library•**Solution** functions. Most instructors are pursuing professional certifications for A+ Certification, Microsoft MCSE, and Oracle DBA.

William Woodsmall. Director of Business Solutions and Customer Assurance. Mr. Woodsmall holds a degree in Science, Electronics Engineering Technology from the Cleveland Institute of Electronics and joined the TLC staff in April 1987. He has held senior management positions with TLC, including manager of data processing and production areas and general manager. He is currently the liaison between library staff and TLC, working closely with all project personnel to ensure a successful and smooth operation during and after implementation of TLC's library automation services.

2. System Growth and Conversion of Data

System Growth & Conversion of Data Vendor should describe how the proposed software would handle future growth of the FCPL, including additional workstations, volumes, patrons and system features. The vendor must also include information on what they expect FCPL to do to prepare our database for a satisfactory transition. The physical medium and data formats in which FCPL data will be accepted must also be included.

GROWTH

Library•**Solution** is sized and customized to accommodate the growing demands of FCPL. Additional sites and workstations can easily be added to the configuration. Should the Library decide at a later time that more workstations are needed, additional costs for licensing and installation will be required. Unit costs for adding sites and workstations are presented in the Cost Proposal of this response.

The use of inexpensive PC-based servers allows TLC to size each installation of Library•**Solution** to accommodate at least double the capacity required to meet the maximum requested limits. Our dataservers are sized according to the number of users and the quantity of bibliographic data. No upgrades will be required to support this increase.

Dataservers purchased from TLC include Raid 5 capability with a hot-swap disk subsystem allowing for redundancy of data. Numerous hard drives increase the distribution of input/output. Data is automatically stored on a backup hard drive protecting the data's integrity and allowing for continuous processing without interruption. A battery backup and PowerChute Plus software supplied with each dataserver enables transaction(s) to be completed and the system to shut down safely. Data will be automatically stored and the system will be shut down during extended power outages before the UPS batteries are drained. Each dataserver is proposed with an internal tape backup system for backing up the library's data.

Data Preparation

The Library Corporation has extensive experience reading and processing machine readable records in MARC II communications format, as well as in several other formats. We have converted data from a variety of sources, including AutoGraphics, Brodart, CARL, CLSI, Columbia Library System, Datatrek, Dynix, Follett, Gaylord, Innovative Interfaces, NOTIS, NSC, Sirsi, and Winnebago. We are capable of taking raw non-MARC and pseudo MARC records from several vendors and converting them into enriched MARC records. TLC currently processes more than 4.2 billion records a year. Our data experts will personally coordinate all processes required for a successful implementation.

Upon award of the contract, TLC will send specifications forms to the Library. The Library completes the specifications forms and contacts TLC Data Processing staff for assistance, as

necessary. A complete copy of all database files from the existing system is sent to TLC as quickly as possible, along with any documentation outlining the structure and contents of these files. TLC can accept MARC data from a variety of sources on tape or other magnetic media, or via FTP.

TLC immediately begins the data conversion process, communicating with the Library as needed for further information. As soon as the bibliographic data is converted into USMARC format, TLC analyzes all holdings information and compares findings to the specifications forms.

3. Implementation Schedule

Implementation Schedule Vendor is to provide at least one implementation schedule for system installation outlining what will take place and the responsibilities of the vendor and the Library. Requirements for this implementation schedule are detailed on page two of this document. Vendor is required to provide all information outlined in the Implementation Section on Page 2 of this document.

LIBRARY•SOLUTION IMPLEMENTATION SCHEDULE

An implementation schedule illustrating the normal sequence of events and the overall time period for installing Library•**Solution** is presented below. This implementation schedule reflects the purchase of hardware because we are proposing a dataserver and web server. Should the Library decide to not purchase hardware from TLC, the implementation schedule will not be affected.

Week 0	Contract is signed.
	Pre-installation Site Review and Design Specifications questionnaires sent to Library.
Week 1	Installation and training dates confirmed.
	Completed questionnaires and readable MARC data received by TLC and acknowledged.
Weeks 1-3	Hardware ordered.
	TLC performs preliminary analysis of MARC data.
	Questions and requests for additional information provided to Library.
	Responses from Library received in a timely manner.
	Patron, title, and item files analyzed, translated, and converted to a format acceptable for loading into Library•**Solution**.
Week 4	Installer and trainer assigned to project.
	Installer contacts Library to discuss Installation/Site Review response.
	TLC receives hardware order.
	Hardware building begins.

	MARC datawork specifications given to TLC programmers.
	Hardware build continues.
Week 5	MARC datawork programming output quality controlled.
Week 6	Configuration of Library•**Solution** database per specifications received from the Library.
Week 7	Cataloging cutoff period. No further editing of bibliographic data can occur in the Library's current system after the cutoff date.
	A backup of current database files sent to TLC.
	Trainer contacts Library to discuss details of training.
Week 8	MARC file is given to Database Production for the building of the Library•**Solution** database.
	Hardware build continues.
Week 9	Database available for Library analysis of PAC data via Web browser.
Week 10	Library•**Solution** database provided to TLC Production for delivery.
Week 11	TLC installers arrive at the Library.
Week 12	Trainer arrives at Library to begin training.
Week 13	*Library ceases use of former system. Backup of data, including patron and transaction information, sent via FTP to TLC.
	Library commences using Library•**Solution**
	(Note: *TLC will coordinate this process with the Library. TLC suggests the Library be trained on Library•**Solution** prior to discontinuing use of the former system. Library data to be added to Library•**Solution** after the cut-off date will be installed during or immediately following training.)

INSTALLATION

The Library Corporation will coordinate all activities required to implement Library•**Solution** at Frederick County Public Libraries. Upon contract signing, design specifications will be sent to the Library for completion and return to TLC. Additionally, any and all data will be submitted to TLC for data conversion and subsequent installation.

All software and/or hardware supplied by TLC for Library•**Solution** will be installed by The Library Corporation. The Library may use existing hardware or purchase hardware from a third-party vendor.

If TLC is installing Library•**Solution** on library-supplied hardware, the network equipment should be installed and operational prior to TLC installers' arrival. "Installed and operational" means that every workstation can map and access the dataserver on the network; you should be able to copy a file from the mapped drive to the local drive on each workstation.

Following are the guidelines that TLC recommends, and requires information on, in preparing for Library•**Solution** installation:

1. Map of Library: map is to include details including location of the following:
   - each computer and purpose of computer (i.e, used for PAC, cataloging, circulation)
   - shared printer: attached to computer or network printer
   - Internet access or WAN and location of telephone closet and routers

2. Network cabling: must be completed before installation (or site inspection). Outlet for cable must be located within 10 feet of computer location.

3. A/C power outlets: must be located within reasonable distance (15 feet) from computer.

4. Computer location: must allow for monitor, keyboard and mouse pad. Must also allow for scanner if used as circulation and cataloging station.

5. Environment: a reasonable temperature and humidity, such as that suitable for humans, must be provided.

6. Contacts: main contact at library who will be present at time of installation. Internal network support person to be available during installation and outside communications people for support. Failure to provide this person on site at time of installation could result in additional installation time and/or cost to library.

7. Hours of operation and any closings that are scheduled.

8. Internet/WAN Information: name of ISP, along with existing IP addresses, and range of usable addresses. Type of data connection (T1, 56k or ISDN/point to point or via ISP). The Library Corporation recommends that connectivity between library sites be established through the use of routers and T1 or 56 KB telephone lines. If T1 or 56 KB lines are not feasible, ISDN service may be an option. ISDN will not provide the same performance but is adequate for most systems.

9. Work Area: an area may be designated as a staging area for unpacking of equipment and workstation palettes and minor pre-assembly. Usually, space in a backroom is adequate. Disposal of packing materials must be arranged by the Library (most materials are recyclable.)

4. Maintenance and Support Updates

Maintenance and Support Updates Vendor must describe their customer support policies including any free help lines, hours of operation, how customer support or help desk services are staffed and emergency service. Terms and cost of any available software maintenance agreements must be described in detail. The vendor must also state if a software maintenance agreement is not available for their product.

SOFTWARE SUPPORT

The Library Corporation warrants its hardware and software products, to the original purchaser, against defects in materials and workmanship for a period of one (1) year from the date of original installation.

Full help desk access is available from 7:30 a.m. to 12:00 midnight, Monday through Friday. All support calls are personally answered (no voice recordings) via toll-free telephone lines and directed immediately to the appropriate technician. After hours support is available 24 hours a day, 7 days a week.

First year support is included with the initial purchase of Library•**Solution** software and TLC-supplied hardware. Support is provided from TLC's Inwood, WV, office and renewable on an annual basis.

TLC provides a 56k modem and PC Anywhere software with the purchase of Library•**Solution** software for remote diagnostics. This allows TLC to dial-in and remotely diagnose problems with the Library's system.

The Library Corporation has developed a Library Support Network (LSN) that is used for scheduling, budgeting, problem identification, and problem resolution. Record of each maintenance activity performed is maintained on TLC's Library System Network. The LSN includes detailed information on each customer such as hardware and software configurations, billing information, maintenance records, customer service logs, and implementation schedules. All customer contacts are included in the LSN.

TLC can perform software problem diagnosis and maintenance via dial-in, Internet, or network access.

Information on the frequency of software upgrades must also be provided. What is the process for loading a software upgrade? Would it be done by FCPL or the vendor? In what form does FCPL receive the software (e.g. ftp or via a Web site). Are instructions for loading the software provided for FCPL staff? How often is the software upgraded?

UPDATES

All system updates/software enhancements for the first year are included in the initial cost of the software. Subsequent years' support includes updates and enhancements to the software. Updates are supplied automatically to all licensed users at no additional charge.

For upgrades, TLC support technicians send the software updates to the library on CDROM. Then, depending on the complexity of the upgrade, we either walk the library through the installation over the phone or remotely run the upgrade ourselves via pcanywhere. There is an average of two upgrades per year.

Library•**Solution** software will be delivered with complete printed documentation at no additional cost to the library and can be copied as needed by the library. Documentation is also available electronically at each station.

If the vendor recommends the purchase of additional or new hardware they must state when (days and time of day) hardware maintenance will be provided. The cost of hardware maintenance must be included on the Cost Proposal page.

HARDWARE MAINTENANCE

All Dell server and workstation hardware supplied by TLC includes three years of onsite, next business day hardware support, as a minimum. Other hardware support options are available, including same day response time and extended support for years four and five. As a certified reseller and service provider of the Dell Corporation, TLC will provide all support for the Dell equipment. This means that the library never has to call Dell directly. TLC personnel will handle all support calls and dispatch a Dell service technician after it has been determined, through our telephone troubleshooting process, that a hardware failure has occurred. Dell support will be provided by the closest service center.

TLC offers swap-out, replacement policy for scanners, printers, and other equipment not covered under onsite support. Under the replacement policy, if the Library and TLC determine the hardware is defective or not operational, TLC will ship a replacement unit to the Library. After the replacement hardware is up and running, the Library will ship the unit to be repaired to TLC, shipping charges prepaid. TLC will not be responsible for any damage or loss in transit.

5. Reports

Reports Vendors must describe the report generator. Of special interest is what reports are standard, can custom reports be made by the user, how easy is it to generate custom reports, how flexible is the report system, and is natural language queries used to build reports. Samples of standard and custom reports must be included.

The vendor must also provide copies of daily circulation statistics showing items circulated, number of holds, and number of items renewed and the amount of money collected for a day showing the total amount collected, waived, etc.

The vendor must also describe how the number of materials used "in house" is collected and reported. It is preferable if these statistics could be collected using hand-held portable barcode readers or barcode scanners attached to workstations. The vendor must also provide sample statistical reports containing information gathered in this manner.

Library•**Solution** includes report generation software (ReportSmith) as a sub-module. ReportSmith is pre-programmed with over 125 reports for library use. Because of the complexity of the Oracle database, Library•**Solution** employs a read-only version of ReportSmith. Virtually any data or statistics are retrievable. It is the policy of TLC to design and implement user-requested reports at no charge to the Library on an ongoing basis. If the Library wishes to purchase ReportSmith software for the purpose of writing its own reports, there is an additional charge. Sample Reports are presented at the end of this section.

Virtually any transaction that takes place can be tracked. There are dozens of preprogrammed reports supplied with Library•**Solution** which provide management information from the current status of patrons and items to statistical reports for specified date ranges. Library•**Solution** uses the Oracle DBMS, which is a SQL compatible database. Various options within each report are available.

TLC will build custom reports at no additional charge. Currently, if a library wishes to customize their reports, they could use any Oracle reports software.

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Library•Solution

Sample Reports

The Library Corporation

Research Park

Inwood, WV 25428-9733

TEL: 304.229.0100

FAX: 304.229.0295

TOLL FREE: 800.325.7759

E-MAIL: info@TLCdelivers.com

Library•**Solution** Reports

1. **Activity by branch and collection** – Specify a branch and a range of dates for the report. Report shows Checkouts, Checkins, Renewals Processed, Holds Processed by both Holding Code and Patron Type. Operator can choose to run consolidated report for all branches at once.

2. **Activity by Branch-Coll in Table Form** – Report shows Checkin, Checkout, Hold Checkout, In-house Use, and Renewal transaction totals by Collection Code for a branch.

3. **Activity by Patron Fields** – Shows statistics for: Checkouts, Renewals, Holds Placed, Holds Checked Out, and Patrons Deleted. Report is organized by Patron Type Code, and Patron Field Code. It can be run for all Patron Fields, or for just one Patron Field at a time.

4. **Activity Checkouts by Class** – Shows summary checkout counts for classification groups (Dewey – 10x, 11x, 12x, etc.; LC – AB, BC, etc.; and Non-standard) for a branch and date range.

5. **Activity Checkouts by Class and Patron Type** – Shows checkout statistics for user specified date range, by Patron Type and first two digits of Dewey or LC classes (e.g., 11x, 13x, 15x, etc.; or PSx, Tix, etc.).

6. **Activity Checkouts by Class, Collection and Patron Type** – Similar to #34, but includes Collection grouping for statistics as well as Class and Patron Type.

7. **Activity for Selected Holdings Code(s)** – Enter one or more collection codes and a date range. The report shows total Checkouts, Checkins, Holds checked out, Holds arrived and Renewals for the date range and collection code(s) specified.

8. **Activity Hourly Summary** – Report shows Checkouts, Checkins, In-house Use, and Holds Placed during one hour blocks (e.g. 9:00 a.m. – 10:00 a.m., 10:00 a.m. – 11:00 a.m., etc.) for a specified date range.

9. **Activity Patrons Added in Date Range** – Statistical report of number of patron records added in a date range. Can be for one branch or all branches.

10. **Activity Summary by Date Range** – Specify a branch and a range of dates for the report. Report shows total Checkouts, Checkins, Renewals, Holds, Titles/items Added or Modified (only transactions done through Circulation), Fines Paid/waived, etc. A one page summary report for any specified date range. Can be run for all branches at once.

11. **Arrived Holds Notices** – 8.5" x 11" notices for items which are "on the holds shelf" ready for pickup. Specify the branch and the date of the last printing of these notices (to keep from printing notices for items already reported).

12. **Billing Notices** – In order to keep from sending notices for billings recently posted, at least one charge for the patron must have been posted prior to the first control date specified. Then specify an amount (the total amount owed by a given patron must exceed this figure). Next, specify the branch to which fines are owed. Then specify another date (at least one charge must have been posted since this date – to prevent re-printing of notices which have not changed since the last time you printed them). The notices are on 8.5" x 11" paper ready to be folded and put in envelopes – Return address and Patron Name and address are printed on the form. Can be limited to a single patron type if desired.

13. **Billings for Long Overdue Items** – Like Patrons with Items Checked Out (#27) except prints one page per patron and heading is changed to look more like a bill.

14. **Circulation Totals by Collection** – Shows all titles with YTD usage and Total Usage counters for a specific collection and call number range.

15. **Class Breakdown by Branch-Coll** – Select a branch and a collection. Report shows Total Items, YTD Checkouts, Total Checkouts (for the lifetime of the group) grouped by the first two digits/characters of the classification number for each item. Collections which have a mixture of Dewey, Library of Congress, and/or non-standard class numbers, summaries are grouped by the type of class number (i.e., all Dewey groups are listed first, then LC groups, then non-standard groups).

16. **Class Breakdown for Whole Branch** – Counts major classification groups (1xx, 2xx, etc.) for all holdings codes within a branch. Total and YTD checkouts are also displayed.

17. **Collection Item Counts and Values** – Report shows total items in every collection for a branch and also shows the total value of each collection (based on the price in the record or the replacement cost entered at the time it is run).

18. **Count Items-titles by Branch-Collection** – report shows total items and titles in all holdings codes in the database. A grand total of items by branch is also reported (branch totals of titles must be determined from the report below).

19. **Count of Items-Titles for Selected Holdings Codes** – Report shows total items and titles in selected holdings code(s) group. User can enter a name for the group of holdings codes to appear in report header.

20. **Count of Titles by Branch** – Report shows total titles for each branch in the system. The reason this is separate from number 6 (above) is that the same title might be counted more than once when counting items. Operator can elect to count titles by "owning" branch, or by "active/circulating" branch.

21. **Count of Total Titles and Items** – Report shows total actual titles and items in the whole system (use only when there is more than one branch/library in the system).

22. **Count Patrons by Branch and Type** – Report shows total patrons for each patron type code in each branch. User can specify a range of dates and the report will show total patrons <u>added</u> to the database during the time period (also broken down by branch and patron type).

23. **Count Patrons by Selected User Field** – Select a User Field from the list of available fields. Report then counts the number of patron records for each code in that field. Uncoded records are counted together as "No code" in the record.

24. **Detailed Fine Transactions** – Select a branch and specify a date range. All fine transactions are shown in date posted order.

25. **Final Notices Listing** – Lists by patron, all items for which a "final" overdue notice has been sent within a specified date range. Report is for one branch at a time. Report shows: Patron name and address, ID number, Alternate ID, phone numbers, Patron Type code, Title, Item ID, Date checked out, Date Due, Date of Final Notice, Fine amount to date, and Price of the item. Total fines and replacement costs are also shown.

26. **Fine Summary** – Summarizes: New Charges, Amount Waived, Amount Tendered, and number of Fine transactions for a specified branch and date range by Payment Type code for.

27. **Fines Total Outstanding Levied in Date Range** – Shows only the grand total of fines levied in the date range specified. Report is for the whole system (regardless of branch).

28. **Holdings Code List** – Enter a name for the title of the whole system. Report shows all holdings codes for every branch with short description, long description, default call number prefix, and allowed call number types per holdings group.

29. **Holds by Type** – Select type of holds you want to list (PE, AR, ALL) and all holds in the system (regardless of branch will be shown). Holds are grouped by patron. You can request that ONLY EXPIRED holds be listed (this will compare the Expiration Date of the hold request to the current date in the workstation). Report shows: patron name, phone number(s) (primary address numbers only), ID number, title, status, request and expiration dates, pickup branch, and "limited to" branch.

30. **Inventory Missing Items** – Lists items marked missing by the Identify Missing Items process in Library•**Solution** Inventory.

31. **Inventory Shelving Errors** – Lists shows locator line followed by items determined to be shelved out of sequence.

32. **Item Listing by Publication Year** – Shows Title, Item ID, and Branch/Collection code for all items published in the year specified. Report is sequenced by title.

33. **Items by Author and Call Number** – Specify one, or more, holdings code(s) for this listing. Report shows Call Number, Author, Title, and Item ID in Author/Call Number order for all items in the specified collection(s). Note: the library that requested this needed it as a Cutter List for assigning new cutters to fiction items.

34. **Items by Branch and Status** – Select a branch, and an item status to report. Report is in Collection/Call Number order and shows Title, Item ID, Collection, Call number.

35. **Items Checked in on Date** – Specify a date and report shows all items checked in on that date regardless of branch. Report is for one date at a time.

36. **Items in Barcode Number Range** – Enter beginning and ending Item ID's for the range desired. Report shows Title, Holding Code, Call Number, Item ID for all items in the range. Report is sorted by Branch, Collection Code, and Call number.

37. **Items in Collection/Call number Range** – Select a holdings code (indicates branch and collection), then enter a beginning call number and an ending call number (to print the whole collection, leave call number fields blank). Report is based on the current "active" holdings code (i.e., if item is "on reserve" the reserve holdings code has to match the selection criteria), so if an item is cataloged as in the MAIN collection but is on reserve with a reserve holdings code of RREG, it will not be listed with the other items in the MAIN collection. Report shows Title, Status, Item ID, Prefix, Call Number, Price (you are prompted for a default price for items with no price entered before running the report), Date of Publication, and Count of Total Checkouts for the item. Totals for Price and Total Checkouts columns are printed at the end of the report.

38. **Items Recalled by Branch** – Select a branch and enter a cutoff date (only items recalled since this date will be printed). Report shows: Title, Item ID, Collection, Call number, Date recalled, and Reason for the recall.

39. **Items With No Activity Since** – Select a branch and a collection code, then enter a cutoff date (report will show all items which have not been "active" since that date), then enter a date which is used to eliminate the newest items added to the collection (since these are likely not to have had any activity, but certainly are not candidates for weeding). Report shows: Title, Item ID, Call number, Date last checked out.

40. **Lost Items by Branch** – Shows all items with a "lost" status for selected branch. Report includes: Title, Item ID, Collection code, call number, and date last checked out. Report is in collection, call number sequence.

41. **Mailing Labels** – Prints mailing labels on standard 1" X 3", 3-wide 8.5 x 11, sheet feed, label stock. Can specify patron type, city, state, ZIP and/or patron last name range to be selected. Will print either Primary or Secondary addresses.

42. **Messages List** – Enter a cutoff date (only messages posed on, or after this date will be printed) and your branch. Report shows date posted, action to be taken, and the message contents.

43. **New and Edited Titles** – Specify a branch and a date and the report shows all titles whose date last edited (from the 005 tag) is equal to, or greater than the date specified. The report also displays: the date of last change, collection code, prefix/call number, date of publication, and control number.

44. **New Titles** – Specify a branch and cutoff date. Report shows Author, Title, Collection, Call Number and Date Added. Unlike report #19, this report only shows titles which are brand new to the collection. Report can be printed in either Title/Author, or Author/Title sequence.

45. **Outstanding Fines** – Select a branch and a date (only fines posted on or after this date will be printed). Report shows patron information and Title and barcode of items which resulted in fines. Can be limited to single patron type.

46. **Outstanding Fines Less Details** – Select a branch and a date (only fines posted on or after this date will be printed). Report shows the patron information, but does not show details of bibliographic information related to the fines. Can be limited to single patron type.

47. **Overdue Items in Shelf Sequence** – Lists overdue items in collection/call number order which were checked out within a specified date range. Report is used to quickly check the shelves for overdue items (to be certain they were not reshelved without being checked in. Report shows: Collection, Call number, Title, Author, Vol., Copy no., Item ID.

48. **Overdue Notices** – Select a branch to print. Report prints a notice for each patron who has items which have been overdue long enough to satisfy the criteria setup in Branch Configuration. Actually, the Notices print program simply prints all records for the selected branch which have been previously built by the Generate Overdues program (which does all the testing to determine whether a specific overdue item should be included in the next printed notice for a given patron. Therefore, to print overdue notices, you should first run Generate Overdues and then run the Notices.rpt program. Most libraries choose to run the Overdue Items in Shelf Sequence before running Generate Overdues so that a quick check can be made to ensure that items which are marked overdue are not actually sitting on the shelf.

49. **Patron Breakdown by Branch** - Enter the branch and a range of dates. Report shows total patrons registered by the branch for each type of patron. Also shows total checkouts and renewals for each patron type along with grand totals for the branch.

50. **Patron Breakdown of "Active" Patrons** – Choose a branch and cutoff date (all patrons whose cards expired prior to the date entered and who do not owe books or money to the library are ignored in the counts). Report shows Patron Type and the total number of "Active" patrons of that type, and the total number of "Active" patrons of that type, with a Branch total.

51. **Patron Breakdown with User Field Count by Branch** – Count patrons of all types for a branch and also counts number of patron records with specific entries in a selected User Field.

52. **Patron Listing by ID Range** – Same as Patron Listing by Type except that the user can specify a range of ID numbers to print. Useful for printing new patrons added (by keeping track of which barcode numbers have been used for new patrons). *No sample report is printed.*

53. **Patron Listing by Type** – Select a branch and patron type. If desired, can select only Patron records which have expired (or will expire) within a date range. You can also elect to print the listing for ALL patron types. Report shows: Name, Primary Address, Patron ID, Alternate ID, Card Expiration Date, Card Issue Date, Date and Branch of Last Activity, and Blocked Status.

54. **Patron Listing by Type and Block Status** – Similar to Patron Listing by Type, but can select either "good" or "Blocked" patrons only. *No sample report is printed.*

55. **Patron Listing with Less Detail** – Select a branch and patron type. If desired, can select only Patron records which have expired (or will expire) within a date range. You can also elect to print the listing for ALL patron types. Displays a single line for each patron – name, barcode number, card issue date, expiration date, and fine balance are shown.

56. **Patrons Active Since Date** – Lists all patrons of a single type with date of activity equal to, or greater than, date specified. Listing is sorted by patron name. Can also list patrons which have been inactive since a date. (Note: to list expired patrons, use "Patron Listing by Type")

57. **Patrons Active Since Mailing Labels** – Selects all patrons for a branch and patron type whose date of last activity is equal to, or greater than, the date specified, and whose Block Status is not "Blocked". The primary address is used for the mailing labels. Prints mailing labels on standard 1" X 3", 3-wide 8.5 x 11, sheet feed, label stock.

58. **Patrons Entered in Date Range** – Lists all patron records entered by a branch in a date range. Can limit to a single patron type code, or show for all patron types.

59. **Patrons Inactive Since – Mailing Labels** – Formats mailing labels for inactive patrons since a date. *No sample report is printed.*

60. **Patrons Who Owe Fines** – Enter a branch and a fine balance threshold. Report shows all patrons registered by the branch selected whose fine balance is equal to or greater than the amount specified. Report shows name and address, ID, Alt-IS, date last active and current fine balance.

61. **Patrons With Items Checked Out** – Lists all patrons with items currently checked out. Can show all items out, or only overdue items. User can specify a range of checkout dates to be included (allowing you to not bother printing very old overdues again and again). Report shows patron name and address, ID number, alternate patron ID, title, barcode, date out, date due, call number, collection, price and status of the item. Report is in patron type, patron name sequence with totals by patron type.

62. **Patron's Without Addresses Entered in Date Range** – Lists all patrons entered by a branch in a specified date range that have no address record attached to the patron record. *No sample report is printed.*

63. **Publication Year Summary** – A report of the number of items in the collection for each publication year represented. Report shows: Publication year, Number of items, Total worth, and Average price.

64. **Purchase Alerts** – Enter the branch and desired ratio of pending holds to copies available for circulation. Report shows all titles whose ratio of pending holds to copies is equal to, or greater than the specified ratio.

65. **Reserve Items by Course** – Groups items on reserve shelf by course, 'professor', and call number; starting a new page for each course group. (Note: useful as printed list kept at circulation desk.)

66. **Reserve Items by Teacher** -- Groups items on reserve shelf by 'professor', course, and call number; starting a new page for each 'professor' group. (Note: useful as printed list kept at circulation desk.)

67. **Reserve Overdue Items** – Lists all reserve shelf items currently overdue in due date/time, call number sequence. Report shows: title, Item ID, Call number, Patron ID, Name, Phone number, and due date/time.

68. **Rules Matrix Listing** – Lists most fields in the system rules matrix (patron type/holdings code rules for circulation).

69. **Summary Circulations for Fiscal Year** – Select a branch, collection code and enter a label for the fiscal year for the report. Report summarizes total circulations for each title within the selected collection. Prints Title, Fiscal year total checkouts, and Lifetime checkouts for each title in alphabetical sequence.

70. **Titles by Collection** – Select a Branch/Collection code. All titles/items in that collection are listed in Title sequence. Also shows Item ID, Prefix, and Call number.

71. **Titles in Subject Group** – Enter a collection and a range of classification numbers. Report shows all titles within that range of classification numbers. Report shows: Title, Publication date, call number, number of copies.

72. **Titles With No Items** – Shows all titles in system (regardless of branch) that have no items attached to them. Report is in control number sequence. Report shows control number, title, and date added to system.

73. **Titles/items in a Control Number Range** – Reports shows all titles in a specified range of control number (especially useful for printing all titles entered on-the-fly, or with some other easily identified control number prefix). Report is in control number sequence and shows title, item ID number(s), and call number.

8/2/99

Library•Solution

Activity by Branch and Collection

12/2/97 thru 8/2/99

All Branches

In-house use

By: Branch/Collection code

DBIO	2
Total	2

Holds placed

By: Patron type

ADUL	18
DDAD	11
DDCH	2
STU	1
Total	32

Holds cancelled

By: Patron type

ADUL	13
DDAD	7
Total	20

Holds checked out

By: Branch/Collection code

DAFC	1
DANF	3
DEFC	1
SJE	1
SJF	1
Total	7

By: Patron type

ADUL	3
DDAD	4
Total	7

Holds arrived

By: Branch/Collection code

DAFC	5
DANF	7
DEFC	1
DJFC	1
GRAY	2
SAM	1
SANF	3
SJE	1
SJF	2
SJNF	1
SJP	1
SRR	1
SVC	1
Total	27

By: Patron type

ADUL	19
DDAD	7
STU	1
Total	27

Check ins

By: Branch/Collection code

Note: only collection codes that have had some activity are reported.

Library•Solution

Activity by Branch/Collection Code 12/12/98 thru 8/12/99

Branch Smallville

Collection	Transaction type: Check in	Check out	Hold chk out	Renewal	Total
DAFC	6	3		1	10
DAMY	2	4		3	9
DANF	3	3			6
DASF		1			1
DASK	1	1			2
DBIO		1			1
DEFC	1	1	1		3
DJFC	2	2			4
DJNF	1				1
DKIT	1				1
DNNF	10	10			20
DRAV	1	1			2
DRSA		1			1
DRSV	3	4			7
DVGR	1	2			3
GRAY	2				2

(more...)

7/16/99

Activity by Patron Type and Selected Patron Field(s)

5/16/98 thru 7/16/99 Branch 1

Patron User Field -- Technology

Patron Type -- ADUL Patron Type Code -- ADUL

User Field Description -- CPT
User Field Code -- CPT

Holds checked out	1
Checkouts	17

User Field Description -- MGT
User Field Code -- MGT

Checkouts	9
Renewals	4

Patron Type -- ADULT (DENISON) Patron Type Code -- DDAD

User Field Description -- CPT
User Field Code -- CPT

Holds checked out	1
Checkouts	42
Renewals	2

User Field Description -- ELS
User Field Code -- ELS

Checkouts	3

8/2/99

Library•Solution

Checkouts by class group for 7/2/96 thru 8/2/99

Branch: Smallville Public Library

08x			1
	Total	0xx	1
13x			1
	Total	1xx	1
22x			1
	Total	2xx	1
30x			1
32x			1
34x			1
36x			1
	Total	3xx	4
52x			1
57x			1
59x			1
	Total	5xx	3
61x			1
63x			4
64x			2
65x			11
68x			1
	Total	6xx	19
73x			1
78x			3
79x			5
	Total	7xx	9
80x			1
81x			1
82x			5
	Total	8xx	7
91x			3
97x			4
	Total	9xx	7
Non-standard			221
	Total	Non-standard	221

Total Checkouts for Branch **273**

7/16/99

Checkouts by class and patron type for
11/16/98 thru 7/16/99

Smallville Public Library

Patron type	**ADUL**	Call Number Group	**Total checkouts**	**23**
		08x		1
		61x		1
		82x		5
		Non-standard		16
Patron type	**DDAD**	Call Number Group	**Total checkouts**	**61**
		13x		1
		32x		1
		36x		1
		64x		2
		65x		10
		78x		1
		Non-standard		45
Patron type	**DDCH**	Call Number Group	**Total checkouts**	**1**
		Non-standard		1
			Total Checkouts for Branch	**85**

7/16/99

Checkouts by Class, Collection and Patron Type

10/16/98 thru 7/16/99

Smallville Public Library

Patron type ADUL			Call Number Group	**Total checkouts**	**23**
Collection Code	DAMY	AMY			1
			Non-standard		1
Collection Code	DANF	ANF			4
			Non-standard		4
Collection Code	DASK	ASK			1
			08x		1
Collection Code	DAUF	AUF			2
			Non-standard		2
Collection Code	DBIO	BIO			1
			Non-standard		1
Collection Code	DERD	ERD			1
			Non-standard		1
Collection Code	DJFC	JFC			2
			Non-standard		2
Collection Code	DRSV	RSV			4
			82x		4
Collection Code	DVGR	VGR			1
			Non-standard		1
Collection Code	SAF	AF			2
			Non-standard		2
Collection Code	SANF	ANF			2
			61x		1
			82x		1
Collection Code	SJE	JE			1
			Non-standard		1
Collection Code	SPB	PB			1
			Non-standard		1
Patron type DDAD			Call Number Group	**Total checkouts**	**62**
Collection Code	DAFC	AFC			3
			Non-standard		3
Collection Code	DAMY	AMY			3
			Non-standard		3
Collection Code	DANF	ANF			6
			13x		1
			32x		1
			36x		1
			64x		2
			78x		1

7/16/99

Activity for Selected Holdings Code(s)

1/16/97 thru 7/16/99

DANF','DAFC','DBIO

In-house use	2
Holds checked out	4
Check outs	72
Renewals	5

7/16/99

Library•Solution

Activity - hourly summary for: 8/16/98 -- 7/16/99

Smallville Public Library

08 a.m.	-	09 a.m.	6	Total transactions this hour
				4 Checkouts
				2 Checkins
09 a.m.	-	10 a.m.	57	Total transactions this hour
				43 Checkouts
				1 Renewals
				9 Checkins
				4 Holds placed
10 a.m.	-	11 a.m.	21	Total transactions this hour
				9 Checkouts
				11 Checkins
				1 Holds placed
11 a.m.	-	12 noon	21	Total transactions this hour
				8 Checkouts
				7 Checkins
				6 Holds placed
12 noon	-	01 p.m.	17	Total transactions this hour
				9 Checkouts
				7 Checkins
				1 Holds placed
01 p.m.	-	02 p.m.	7	Total transactions this hour
				4 Checkouts
				3 Checkins
02 p.m.	-	03 p.m.	11	Total transactions this hour
				3 Checkouts
				3 Renewals
				4 Checkins
				1 Holds placed
03 p.m.	-	04 p.m.	6	Total transactions this hour
				3 Checkouts
				3 Holds placed
04 p.m.	-	05 p.m.	10	Total transactions this hour
				4 Checkouts
				1 Checkins
				5 Holds placed
10 p.m.	-	11 p.m.	5	Total transactions this hour
				3 Checkouts
				2 Checkins

Library•Solution

Patrons added by Patron Type

5/2/97 thru 8/2/99

Branch		Count	
	Patron type code ADUL		
Smallville		1	Added
Metropolis		2	Added
Metropolis		2	Deleted
	Total transactions	5	
	Patron type code DDAD		
Metropolis		1	Added
	Total transactions	1	
	Patron type code FAC		
Metropolis		1	Added
	Total transactions	1	
	Patron type code JUVE		
Metropolis		2	Added
	Total transactions	2	
	Patron type code STU		
Wintergreen		1	Added
	Total transactions	1	
	Grand Total transactions	10	

Report Date
3/20/98 04:08:56 pm

Library•Solution
Activity Summary

Branch TLC
Starting Date: 2/20/98 04:08:36 pm
Ending Date: 3/20/98 04:08:40 pm

Records Processed: 422

Circulation Transactions

Items Checked Out:	88
Items Checked In:	85
Renewals:	18
Holds Processed:	29
In-House Use Transactions:	3

Payment Transactions

Payments Processed:	61
Total Tendered:	$28,288.34
Total Waived:	$21.70

Patron Maintenance

Patrons Processed:	56
Patrons Updated:	45
Patrons Added:	7
Patrons Deleted:	4

Notice Statistics

Overdue Items Printed:	27

On-the-Fly Title Maintenance

Titles Processed:	5
Titles Updated:	0
Titles Added:	5
Titles Deleted:	0

Item Maintenance

Items Processed:	26
Items Updated:	17
Items Added:	6
Items Deleted:	3

The Library Corporation
Library
Research Park
Inwood, WV 25428

Meredith Laurel Anas
102 Benvenue Street
Wellesley, MA 02181

HOLDS NOTICE

Notice date: 3/20/98

The following items are available for pickup at the above library.

Title	Date requested
Babel Tower / A.S. Byatt.	1/22/98

The Library Corporation
Library
Research Park
Inwood, WV 25428

Outstanding Balance Bill

As of: 3/20/98

Please contact the library as soon as possible about your account.

David D Bicking
10 Tenth Street
Winston, CT 43255

Title	Barcode	Type	Fine balance	Item price	Date due	Date posted
Patchwork for beginners.	37100000222096	OV	0.30	244.24	2/13/98	2/16/98
A patch of blue /	37100000266937	OV	0.50	66.69	2/13/98	2/18/98
A very mice joke book /	37100000177639	OV	2.00	66.69	12/26/97	2/21/98
Great American cookies /	37100000157078	L	66.69	66.69		3/4/98
		Total charges	69.49			

3/20/98

Bill for Long-overdue Items

The Library Corporation Library
Research Park
Inwood, WV 25428

Please contact the
library immediately.

David D Bicking
10 Tenth Street
Winston, CT 43255

Phone 1 444-555-6666
Phone 2
Patron type AD
ID 321
Alt. ID

Title / Call No.	Barcode	Date due	Date out	Notice date	Price / Fine to date
Cat (kat), n. ... / WLSF Dan	37100000022421	2/13/98	1/30/98	3/13/98	13.50*
					3.50
Homage to a friend; FRES PS3558.I217 L83 1997b	37100000211545	2/18/98	2/17/98	3/13/98	13.50*
					0.00
Reaching for empire; WDEW 973.8 Wei	37100000209663	12/26/97	12/12/97	2/11/98	$113.30
					2.00
The Pat Hobby stories. WUSF Fit	37100000225628	2/13/98	1/30/98	3/13/98	13.50*
					3.50
The Traitors / WDEW 364.1 Moo	37100000107446	2/13/98	1/30/98	3/13/98	13.50*
					2.00
The path between the seas : WDEW 972.875 McC	37100000200449	2/13/98	1/30/98	3/13/98	13.50*
					2.00

Total price(s)	180.80
Total fines for these items to date	13.00
Total charges	**193.80**

Note: prices ending with '*' are default values.

8/2/99

Library•Solution

Circulations for Collection DANF

through

Title	Call Number	This year	Total to date
All the parables of the Bible; a study and	226.806 LOCKYER	5	5
All the President's men [by] Carl Bernstein	364.132 BERNSTEIN	2	2
All the rage / by the editors of Time-Life	391.009 ALL	13	1
All the years of American popular music /	780.42 EWEN	3	
All-time favorite recipes / by the editors	641.5 ALL	19	19
All you can do is all you can do, but all	650.1 WILLIAMS	18	18
All you needed was love : the Beatles	920 BLAKE	9	9
Allen Ginsberg, by Thomas F. Merrill.	811.09 GINSBERG	0	0
Allergies / Edward Edelson ; introduction	616.97 EDELSON	0	0
Allied health professions admission test /	351.3 TAYLOR	6	6
Almost a revolution / Shen Tong, with	951.05 SHEN	0	0
Altered destinies / William Stockton.	616.042 STOCKTON	5	5
Amateur astronomy for the beginner / by	523 WOODRUFF	2	2
The amateur magician's handbook / by	793.8 HAY	4	4
The amateur photographer's handbook;	770.24 A 1973	7	7
Amateur wine making: an introduction and	641.87 TRITTON	14	14
Ambulance calls : review problems in	616.025 CAROLINE	14	14
America and the jazz age; a history of the	973.914 BOARDMAN	7	7
America comes of age; the era of	973.911 CAMPBELL	0	0
America in the global 90s : the shape of	330.973 KIPLINGER	11	11
merica the beautiful in the words of Walt	811 WHITMAN	2	2
America the beautiful.	917.3 AMERICA	2	2
America the vanishing; rural life and the	333.72 OGDEN	1	1
American antiques / Norman Hudson.	745.1 HUDSON	2	2
The American automobile.	629.22 RAE	8	8
The American book of days; a	394.269 DOUGLAS	6	6
The American Catholic people : their	282.0973 GALLUP	8	8
American Catholicism : and now where? /	282.73 DEEDY	1	1
American colleges : the uncertain future /	378.73 LINEBERRY	1	1
American cooking: the Eastern heartland;	641.5974 WILSON	4	4
The American cowboy in life and legend.	917.8 McDOWELL	11	11
The American Diabetes Association, the	641.5631 AMERICAN	85	85
The American diamond; a documentary of	796.357 RICKEY	12	12
American drama.	812.08 DOWNER	3	
The American dream : shadow &	973 AMERICAN	1	1
American dreams, lost and found / Studs	920 TERKEL	5	5
American education / edited by Robert	370.973 AMERICAN	3	
American education; the colonial	370.973 CREMIN	5	5
American espionage : from Secret Service	327 JEFFREYS-JONES	4	4
American exodus : the Dust Bowl	304.8 GREGORY	5	5
American expressions : a thesaurus of	423.1 AMERICAN	8	8
American furniture, Queen Anne and	749.21 DOWNS	5	5
The American Heart Association cookbook	641.5631 AMERICAN	10	10
he American heritage book of great	978.02 AMERICAN	7	7
The American heritage book of the	973.3 AMERICAN	5	5
The American heritage history of railroads	385 JENSEN	10	10
The American heritage picture history of	973.79 AMERICAN	0	0
The American high school today: a first	373.73 CONANT	1	1
American Indian antiques : arts and	974 VIDLER	3	
American Indian art.	709.011 FEDER	11	11

7/22/99

Library •Solution

Class Breakdown for Branch 1 Collection DANF

(Note: Checkouts include "In-house Use" activity)

Class Group		Item Count	YTD Checkouts	Total Checkouts
00x		22	196	196
01x		3	1	1
02x		2	9	9
03x		7	50	50
05x		1	4	4
07x		9	8	8
08x		3	4	4
09x		1	5	5
	0xx	48	277	277
10x		14	20	20
11x		2	18	18
12x		5	27	27
13x		13	203	203
14x		2	14	14
15x		65	595	595
17x		13	87	87
18x		7	27	27
19x		12	53	53
	1xx	133	1044	1044
20x		5	23	23
21x		4	19	19
22x		34	139	139
23x		17	106	106
24x		27	197	197
25x		18	33	33
26x		7	13	13
27x		10	57	57
28x		15	75	75
29x		26	263	263
	2xx	163	925	925
30x		173	623	623
31x		2	3	3
32x		89	174	174
33x		160	879	879
34x		56	282	282
35x		52	335	335
36x		138	1154	1154
37x		68	358	358
38x		45	135	135
39x		58	315	315
	3xx	841	4258	4258
40x		2	3	3
41x		3	16	16
42x		20	67	67
43x		1	10	10
44x		2	6	6

7/23/99

Library •Solution

Class Breakdown for Whole Branch 1

(Note: Checkouts include "In-house Use" activity)

Class Group	Item Count	YTD Checkouts	Total Checkouts
Holdings Code: **DJMY**	**Juvenile Mystery**		
Non-standard	12	202	202
	12	202	202
Holdings Code: **DJNF**	**Juvenile Non-Fiction**		
0xx	29	257	257
1xx	14	155	155
2xx	15	52	52
3xx	168	1012	1012
4xx	9	74	74
5xx	233	2597	2597
6xx	120	1020	1020
7xx	132	1075	1075
8xx	57	357	357
9xx	181	1201	1201
Non-standard	277	2656	2656
	1235	10456	10456
Holdings Code: **DJRV**	**Reading Video**		
0xx	35	43	43
Non-standard	1	0	0
	36	43	43
Holdings Code: **DKIT**	**Juvenile Kit**		
Non-standard	77	1303	1303
	77	1303	1303
Holdings Code: **DLCK**	**Locked Case**		
3xx	5	0	0
8xx	1	0	0
9xx	6	0	0
Non-standard	12	0	0
	24	0	0
Holdings Code: **DLIB**	**Library Office**		
0xx	9	3	3
6xx	1	0	0
Non-standard	17	703	703
	27	706	706
Holdings Code: **DLOST**	**Unavailable**		
6xx	2	7	7
7xx	1	2	2
8xx	2	4	4
9xx	1	2	2
Non-standard	9	85	85
	15	100	100
Holdings Code: **DLPB**	**Large Print Biograph**		
Non-standard	2	4	4
	2	4	4

3/12/98

Library •Solution

Collection Item Counts and Values for

Note: Branch/collection codes are for "Owning" location.

Gilmer Branch

GA		1	15.95
GB		520	8,294.00
GE		1199	19,124.05
GF		2725	43,463.75
GG		669	10,670.55
GGC		1	15.95
GJF		809	12,903.55
GJN		3720	59,334.00
GL		349	5,566.55
GM		74	1,180.30
GN		4313	68,792.35
GP		1	15.95
GPY		1	15.95
GR		955	15,232.25
GV		1	15.95
GY		264	4,210.80
	Totals for branch	**15,602**	**248,851.90**

2/19/97

Library .Solution

Count of Items by Branch and Holdings Code

Branch	Holding Code		Number of titles	Number of items
Canton	CA		48	48
	CAVO		4	6
	CAVT		1	1
	CB		982	1,139
	CC		4	4
	CE		5,949	8,038
	CF		8,080	9,303
	CG		895	1,083
	CGC		7	7
	CJF		4,202	5,449
	CJN		7,371	9,282
	CL		1,412	1,470
	CM		221	340
	CMG		3,129	3,283
	CN		16,374	18,406
	CP		1,750	1,802
	CPJ		252	285
	CPY		1	1
	CR		1,509	3,635
	CV		650	668
	CY		809	866
		Branch total	**53,650**	**65,116**
Pickens	PB		395	402
	PE		1,055	1,160
	PF		2,193	2,422
	PG		231	312
	PGC		2	3
	PJF		954	1,047
	PJN		2,948	3,234
	PL		382	395
	PM		138	243
	PN		3,338	3,649
	PR		522	1,121
	PY		140	143
		Branch total	**12,298**	**14,131**
Gilmer	GB		407	413
	GE		962	1,036
	GF		2,104	2,288
	GG		451	617
	GGC		1	1
	GJF		682	728
	GJN		3,315	3,643
	GL		301	318
	GM		65	73
	GN		3,503	3,887
	GR		544	960
	GY		233	260
		Branch total	**12,568**	**14,224**
Woodstk	WA		11	11
	WAVO		7	8

8/2/99

Library•Solution

Count of Titles and Items in system

Adult Non-Fiction

DANF','DBIO

Note: This report only counts titles that actually have barcoded items associated with the title.

Items	**4,465**
Titles	**4,054**

Library.Solution
Count of Titles By Branch

5/29/97

Branch Number	Total Titles
1	9,324
2	5,962
3	12,765

Library •Solution

Count of Titles and Items in Database

8/12/99

Note: This report only counts titles that actually have barcoded items associated with the title.

Total Titles	Total Items
24,095	34,686

3/3/97

Library.Solution

Count of Patrons by Branch and Type Code

Branch	Patron code	Description		Totals
Canton	A	Adult		23,985
	BM	Bookmobile		459
	BR	Branches		7
	E	EDUCATIONAL		28
	J	Juvenile		7,109
	NR	Non-resident		40
	S	Staff		70
	T	Trustee		5
			Canton total	31,703
Pickens	A	Adult		2
			Pickens total	2
Gilmer	A	Adult		1
			Gilmer total	1
Woodstk	A	Adult		12,653
	BR	Branches		1
	J	Juvenile		2,989
	NR	Non-resident		6
	S	Staff		6
	T	Trustee		1
			Woodstk total	15,656
RoseCrk	A	Adult		10,139
	BR	Branches		4
	J	Juvenile		3,696
	S	Staff		9
			RoseCrk total	13,848
HickFlat	A	Adult		2,432
	BR	Branches		4
	J	Juvenile		1,153
	S	Staff		3
			HickFlat total	3,592
			Report Total	**64,802**

8/2/99

Library•Solution

Count of patrons by selected User Field

AS	477
BS	109
No code	10
Total	596

7/22/99

Library•Solution
Detailed fine transactions

BranchNumber 1
StartDateTime 10/22/98 02:50:28 pm
StopDateTime 7/22/99 02:50:32 pm

Date	Time	User Name	Payment Type	Branch	Amount Tendered	Amount Waived
12/10/98	12:06:59 pm	CIRC	OV	1	0.90	0.00
12/10/98	12:06:59 pm	CIRC	L	1	12.59	0.00
12/11/98	8:54:44 am	CIRC	L	1	12.59	0.00
12/14/98	4:01:22 pm	CIRC	OV	1	10.00	0.00
12/22/98	4:32:19 pm	CIRC	MIKE	1	10.00	0.00
2/16/99	9:58:27 am	CIRC_ADMIN	D	1	5.00	0.00
2/16/99	9:58:42 am	CIRC_ADMIN	OV	1	5.00	0.00
5/7/99	4:29:33 pm	CIRC	OV	1	0.00	256.95
6/7/99	1:16:19 pm	CIRC	OV	1	0.45	0.00
6/7/99	1:16:34 pm	CIRC	D	1	7.50	0.00
7/21/99	3:23:32 pm	CIRC	OV	1	1.80	0.00
				Totals:	**$65.83**	**$256.95**

2/26/98

Library•Solution

Overdue items for which final notices have been sent between:
2/1/98 and 2/26/98
By branch: TLC

Laurel Anders
63 Wake Robin Road
Winchester, MA 01736

Phone 1 508/425-9787
Phone 2
Patron type STU
ID 27100000000155
Alt. ID jklkjlkjlkjlkjlljlkj

Title / Call No.	Barcode	Date due	Date out	Notice date	Price / Fine to date
T. S. Eliot's social criticism. WDEW 828 Eli	37100000202940	1/29/98	1/8/98	2/9/98	$244.24 99.99
				Total price	244.24
				Total fines for these items to date	99.99

David D Bicking
10 Tenth Street
Winston, CT 43255

Phone 1 444-555-6666
Phone 2
Patron type AD
ID 321
Alt. ID

Title / Call No.	Barcode	Date due	Date out	Notice date	Price / Fine to date
Great American cookies / WDEW 641.8 Bod	37100000157078	12/26/97	12/12/97	2/11/98	25.98* 2.00
Reaching for empire; WDEW 973.8 Wei	37100000209663	12/26/97	12/12/97	2/11/98	$113.30 2.00
				Total price	1?
				Total fines for these items to date	

Note: prices ending with '*' are default values.

8/2/99 **Library•Solution** Branch # 1

Fines Summary for 11/2/96 thru 8/2/99

yment Type		Transactions Recorded	New Charges Added	Amount Waived	Amount Tendere
BP	Balloon Payment.	1	$50.00	$0.00	$0.00
D	Damaged.	4	$12.50	$0.00	$12.50
L	Lost.	10	$132.59	$25.00	$35.18
MIKE	This is a test.	5	$10.50	$0.00	$14.20
OV	Overdue items.	51	$394.48	$270.40	$71.70
Totals for Smallville		71	$600.07	$295.40	$133.58

8/2/99

Library•**Solution**

Fines Levied between:

9/2/97 and 8/2/99

Total Fines Outstanding

$181.20

3/20/98 04:26:00 pm

Library •**Solution**

Holdings Codes for TLC Test Library

Branch	Holdings code	Short Description	Long Description	Default Call No. Prefix	Call No. Types
1	BEST	BEST	bestsellers		DX
1	FRES	FRES	RESERVED		L
1	RV1	RV1	1 hour reserve		L
1	SVCM1	RES1	Same Day Reserve		DX
1	WACF	WCAF	Audiocassette Fic		X
1	WACS	WACS	Audiowombat files		DX
1	WBIO	WBIO	Biography		DX
1	WCBI	WCBI	Legends of MHS		D
1	WCDR	WWES	CD-ROM		D
1	WDEW	WDEW	Mahtilda Collection		D
1	WERR	WERR	Error		DX
1	WKIT	WKIT	rare books collectio		DX
1	WLOF	WLOF	Library Office		D
1	WLSF	WLSF	Lower School Fiction		X
1	WMIC	WMIC	Microfilm		X
1	WOVE	WOVE	expanded		DX
1	WPER	WPER	Periodical		X
1	WRAS	WRAS	Atlas		D
1	WREA	WREA	Juv Fic		X
1	WREF	WREF	Reference		DX
1	WRLO	WRLO	Ref Library Office		D
1	WRSD	WRSD	Reserve Department		X
1	WRSP	WRSP	Reserve Personal		X
1	WSTO	WSTO	Story Collection		X
1	WTEA	WTEA	Teacher's Collection		D
1	WUSF	WUSF	Cheap Trashy Fiction		X
1	WVCF	WVCF	Cosmo on Video		X
1	WVCS	WVCS	Videocassette		DX
2	MACF	MACF	AudioCasset Fic-Mart		DX
2	MDEW	MDEW	Dewey Maryland		D
3	HACF	HACF	AudioCasset Fic-Hedg		DX
3	HDEW	HDEW	Dewey Collection-Hed		DX
4	LFUG	LFUG	Fugitive Collection		X
4	WABC	WABC	Books By Adrienne'		DX
4	WJUN	WJUN	Jungle Books		DX
5	NTLCR	NTLC	Reference		L

Library •Solution

Listing of holds with status ALL

Title	Item ID	Status	Pri	Requested	Hold exp
DICKEY, CHESTER L. 28749000706279	Phone number(s) 479-7547 404-392-4295				
Executive orders / by Tom Clancy.	38749002346558	PE	2	1/21/97	5/21/97
Dale, Rinda 28749000000984	Phone number(s) 479-3081				
My gal Sunday : a novel / Mary Higgins	38749002408515	PE	2	1/28/97	5/28/97
Silent honor / by Danielle Steel.	38749002379662	PE	2	12/5/96	4/4/97
Davis, Billie T 28749000674358	Phone number(s) 479-8661				
Desperation / Stephen King.	38749002352214	PE	2	1/18/97	5/18/97
Executive orders / by Tom Clancy.	38749002346558	PE	2	1/18/97	5/18/97
Silent honor / by Danielle Steel.	38749002379662	PE	2	1/18/97	5/18/97
Airframe / Michael Crichton.	38749002402452	PE	2	1/18/97	5/18/97
Davis, Charles E. 28749000074617	Phone number(s) 926-4708 951-5165				
Airframe / Michael Crichton.	38749002402421	PE	2	1/31/97	3
Duncan, Patricia J. 28749000582957	Phone number(s) 345-2288 926-0592				
My gal Sunday : a novel / Mary Higgins	38749002412871	PE	2	1/27/97	4/27/97
Eason, Judith A 28749000799028	Phone number(s) 516-5998 392-2361 Husband				
The runaway jury / John Grisham.	38749002214970	PE	2	1/23/97	2/22/97
Ellis, Barbara B 28749000769495	Phone number(s) 479-1371 479-1922				
My gal Sunday : a novel / Mary Higgins	38749002408515	PE	2	1/28/97	5/28/97
Airframe / Michael Crichton.	38749002402452	PE	2	1/18/97	5/18/97
Executive orders / by Tom Clancy.	38749002346558	PE	2	1/18/97	5/18/97
FAUCETTE, MYRNA 28749000599530	Phone number(s) 720-1071				
Midnight in the garden of good and evil : a	38749002114249	PE	2	1/8/97	4/8/97
FINCHER, DEBORAH 28749000030106	Phone number(s) 479-5845				
Airframe / Michael Crichton.	38749002402452	PE	2	1/27/97	5/27/97
FOWLER, LISA ANN 28749000655076	Phone number(s) 720-2350 426-8061				
Jack and Jill : a novel / by James	38749002341034	PE	2	1/27/97	4/27/97

8/2/99

Library •Solution

Inventory -- Missing Items

Branch/collection Status	Item ID Title	Call #
Problem:	Item was marked missing because it was not on the shelf where we thought it was.	
DANF	DM000107546 Social problems /	301 KORNBLUM
DANF	DM000061503 The social and political ideas of the muckrakers.	301.153 CHALMERS
DANF	DM000028463 The life and times of the late Demon Rum,	301.153 FURNAS
DANF	DM000028445 From race riot to sit-in, 1919 and the 1960s;	301.153 WASKOW
DANF	DM000063602 The politics of ecology.	301.3 RIDGEWAY
DANF	DM000063621 The quality of life;	301.31 QUALITY
DANF	DM000063604 Peasants	301.35 WOLF
DANF	DM000063622 Megalopolis;	301.36 GOTTMANN
DANF	DM000047847 The urbanization of America, 1860-1915.	301.36 McKELVEY
DANF	DM000063667 Second life /	301.412 COOK
DANF	DM000063709 Sons of Adam, daughters of Eve.	301.412 ROSS
DANF	DM000066449 The other generation :	301.43 JONES
DANF	DM000012973 American youth in a changing culture,	301.431 McCLELLAN
DANF	DM000063678 The measure of my days	301.435 SCOTT-MAXWELL

8/2/99

Library •Solution

Inventory Shelving Sequence Errors

DANF

	TITLE	Call #	Barcode #	Problem
Item following	Games people play;	301.15 BERNE	DM000028462	
Misshelved	The life and times of the late Den	301.153 FURNAS	DM000028463	
Item following	The politics of ecology.	301.3 RIDGEWAY	DM000063602	
Misshelved	Peasants	301.35 WOLF	DM000063604	Range
Misshelved	The Peter plan :	301.31 PETER	DM000057105	Range
Item following	Nature in the round;	301.31 CALDER	DM000046845	
Misshelved	The liberated man: beyond masc	301.41 FARRELL	DM000063606	Range

8/2/99

Library *Solution

Items Published in 1995 - 1996

Being circulated by Branch # 1

Title	Pub Year	Item ID	Branch/Collection
The 5-day miracle diet :	1996	DM000110932	DNNF
American neutrality in the 20th century :	1995	DM000111407	DANF
Amtrak travel planner 1996 :	1996	DM000110146	DVRF
Artist's & graphic designer's market :	1995	DM000107451	DANF
Artist's & graphic designer's market :	1995	DM000111870	DANF
Basic sign language :	1995	DM000113406	DVBL
Childproof internet :	1996	DM000112560	DNNF
City of Denison :	1996	DM000112544	DREF
The collective works of Nona A. Jackson /	1996	DM000109635	DREF
The collective works of Nona A. Jackson /	1996	DM000109636	DREF
The collective works of Nona A. Jackson /	1996	DM000109637	DREF
The collective works of Nona A. Jackson /	1996	DM000109638	DREF
The collective works of Nona A. Jackson /	1996	DM000109639	DLCK
The collective works of Nona A. Jackson /	1996	DM000109640	DLCK
The collective works of Nona A. Jackson /	1996	DM000109641	DLCK
The collective works of Nona A. Jackson /	1996	DM000109642	DLCK
"The Cotton Mill! Can anything good come from there?" /	1995	DM000106968	DREF
"The Cotton Mill! Can anything good come from ere?" /	1995	DM000106969	DREF
"The Cotton Mill! Can anything good come from there?" /	1995	DM000106970	DREF
"The Cotton Mill! Can anything good come from there?" /	1995	DM000106971	DREF
"The Cotton Mill! Can anything good come from there?" /	1995	DM000106972	DREF
"The Cotton Mill! Can anything good come from there?" /	1995	DM000106973	DREF
"The Cotton Mill! Can anything good come from there?" /	1995	DM000106974	DREF
"The Cotton Mill! Can anything good come from there?" /	1995	DM000106975	DREF
"The Cotton Mill! Can anything good come from there?" /	1995	DM000106976	DREF
"The Cotton Mill! Can anything good come from there?" /	1995	DM000106977	DLCK
"The Cotton Mill! Can anything good come from there?" /	1995	DM000106978	DLCK
"The Cotton Mill! Can anything good come from there?" /	1995	DM000106979	DLCK
he Cotton Mill! Can anything good come from there?" /	1995	DM000106980	DLCK
"The Cotton Mill! Can anything good come from there?" /	1995	DM000106981	DLCK
"The Cotton Mill! Can anything good come from there?" /	1995	DM000106982	DLCK

3/25/98

Library •Solution

List of items by Author and Call # for holdings code(s):

WDEW

Call	Author	Title	Item ID
510.9Aab	Aaboe Asger	Episodes from the early history of mathemati	37100000118955
720.92Aal	Aalto Alvar 1898 1976	Aalto : architecture and furniture.	37100000292362
398.2326Aar	Aardema Verna	Anansi finds a fool : an Ashanti tale / Verna A	37100000030366
796.357Aar	Aaron Hank 1934	I had a hammer : the Hank Aaron story / Hen	37100000161823
291.1Cam	Abadie M J	The mythic image / by Joseph Campbell ; as	37100000076351
960Afr	Abarry Abu Shardow 1947	African intellectual heritage : a book of source	37100000289863
709.6Abb	Abbate Francesco	African art and Oceanic art; general editor Fr	37100000199070
808Ben	Abbe George 1911	Stephen Vincent Benet on writing; a great wri	37100000163696
508.791Abb	Abbey Edward 1927	Cactus country, by Edward Abbey and the ed	37100000114582
770.92Abb	Abbott Berenice 1898	Berenice Abbott, American photographer / by	37100000241518
770.92Rec	Abbott Berenice 1898	Recollections : ten women of photography / B	37100000241641
779Abb	Abbott Berenice 1898	New York in the thirties (formerly titled: Chan	37100000240775
759Abb	Abbott Edith 1876 1957	The great painters in relation to the European	37100000224415
530.1Abb	Abbott Edwin Abbott 1838 1926	Flatland : a romance of many dimensions / b	37100000121694
938Abb	Abbott Evelyn 1843 1901	A history of Greece, by Evelyn Abbott.	37100000126065
938Abb	Abbott Evelyn 1843 1901	A history of Greece, by Evelyn Abbott.	37100000126073
938Abb	Abbott Evelyn 1843 1901	A history of Greece, by Evelyn Abbott.	37100000126081
938Per	Abbott Evelyn 1843 1901	Pericles and the golden age of Athens, by Ev	37100000132535
937Abb	Abbott Frank Frost 1860 1924	Society and politics in ancient Rome. Essays	37100000117080
974Abb	Abbott Katharine M Katharine Mixer b 18	Old paths and legends of New England; saun	37100000211750
594Sti	Abbott R Tucker Robert Tucker 1919	The shell / Hugh and Marguerite Stix and R. T	37100000135710
516Abe	Abelson Harold	Turtle geometry : the computer as a medium	37100000119318
200.1Abe	Abernethy George L	Philosophy of religion; a book of readings, ed	37100000074380
972.95Abo	Abodaher David J	Puerto Rico : America's 51st state? / by Davi	37100000029707
327.56Boo	Abourezk James	Through different eyes : two leading America	37100000094867
780.9Abr	Abraham Gerald 1904	The concise Oxford history of music / Gerald	37100000247879
781.2Abr	Abraham Gerald 1904	This modern music.	37100000249081
947Koc	Abraham Richard	The making of modern Russia / Lionel Kocha	37100000026133
502Sex	Abrahams Marc	Sex as a heap of malfunctioning rubble (and	37100000271150
398.2Abr	Abrahams Roger D	African folktales : traditional stories of the Bla	3710000010993?
610.69Sen	Abram Ruth J	Send us a lady physician : women doctors in	371000001414
759.13Wes	Abrams Ann Uhry	The valiant hero : Benjamin West and grand-	3710000022784
820.8Nor	Abrams M H Meyer Howard 1912	The Norton anthology of English literature, / M	37100000179478
820.8Nor	Abrams M H Meyer Howard 1912	The Norton anthology of English literature, / M	37100000179783
973.9Leu	Abrams Richard M	The unfinished century; America since 1900.	37100000209762
347.73Abr	Abramson Jeffrey 1947	We, the jury : the jury system and the ideal o	37100000281159
940.53Abz	Abzug Robert H	Inside the vicious heart : Americans and the I	37100000154265
809Ach	Achebe Chinua	Hopes and impediments : selected essays / C	37100000169180
327.73Ach	Acheson Dean 1893 1971	Present at the creation; my years in the State	37100000095807
353Ach	Acheson Patricia C	Our Federal Government : how it works : an i	37100000103098
808Gib	Achtert Walter S	MLA handbook for writers of research papers	37100000104484
917.28Ack	Acker Alison 1928	Children of the volcano / Alison Acker.	37100000097373
306.7Ack	Ackerman Diane	A natural history of love / Diane Ackerman.	37100000276498
612.8Ack	Ackerman Diane	A natural history of the senses / Diane Ackerm	37100000144134
371Sum	Ackerman Nathan W	Summerhill: for & against. Outstanding writer	37100000108568
779Ack	Ackley Clifford S	Photographic viewpoints : selections from the	37100000240783
306.7Ada	Adair Casey	Word is out : stories of some of our lives / Na	37100000281852
841Ver	Adam Antoine	The art of Paul Verlaine. Translated by Carl M	37100000212642
306.7Ada	Adam Barry D	The rise of a gay and lesbian movement / Ba	37100000086731
778.9Swi	Adam Hans Christian	Swimmers : seventy international photograph	37100000242888
325Ada	Adamic Louis 1899 1951	From many lands, by Louis Adamic.	37100000093430
966.52Ada	Adamolekun Ladipo	Sekou Toure's Guinea : an experiment in nati	37100000193404
812Gib	Adams Abigail 1744 1818	American primitive: the words of John & Abig	37100000174032
816Ada	Adams Abigail 1744 1818	The Adams family in Auteuil, 1784-1785; as t	37100000177068
970.3Ada	Adams Alexander B	Geronimo ; a biography [by] Alexander B. Ad	37100000195367
978Ada	Adams Alexander B	Sunlight and storm : the great American plain	37100000002522
770.28Ada	Adams Ansel 1902	The negative: exposure and development.	37100000241286
770.28Ada	Adams Ansel 1902	The print; contact printing and enlarging.	37100000241294
770.92Ada	Adams Ansel 1902	Ansel Adams, an autobiography / with Mary S	37100000241526
770.92Ada	Adams Ansel 1902	Examples : the making of 40 photographs / A	37100000246731
771.3Ada	Adams Ansel 1902	Camera and lens : the creative approach : stu	37100000241849
778.7Ada	Adams Ansel 1902	Artificial-light photography [by] Ansel Adams.	37100000241922
778.7Ada	Adams Ansel 1902	Natural-light photography / Ansel Adams.	37100000241930
779Ada	Adams Ansel 1902	Photographs of the Southwest : selected pho	371000002407
779Ada	Adams Ansel 1902	This is the American earth [by] Ansel Adams	3710000024084
779New	Adams Ansel 1902	In plain sight : the photographs of Beaumont	37100000244801
973.917Ada	Adams Ansel 1902	Manzanar / photographs by Ansel Adams ; co	37100000210935
770.92Str	Adams Ansel 1902 1984	Native land and natural scene / Paul Strand a	37100000027164
647.08Imp.	Adams Arthur E	Imperial Russia after 1861; peaceful moderni	37100000184395
647.08Imp.	Adams Arthur E	Imperial Russia after 1861; peaceful moderni	37100000184403
947.084Ada	Adams Arthur E	The Russian Revolution and Bolshevik victor	37100000184478
305.4094Fro	Adams Carol	From workshop to warfare : the lives of medi	37100000081906
763Ant	Adams Clinton 1918	The Tamarind book of lithography: art & tech	37100000239611

3/20/98

Library•Solution

Items circulating in branch 1

with status CO

Title	Barcode number	Collection	Call number
Violin	99999999999	BEST	123.456.78
Red :	37100000008735	WDEW	070.4 Ber
Psychology of learning and behavior /	37100000293535	WDEW	150.1943 Sch
Psychology in action /	37100000010475	WDEW	150.23 Hyd
The heart and circulatory system /	37100000142823	WDEW	612.1 Dun
Cooking in the Shaker spirit /	37100000155973	WDEW	641.566 Hal
A light in the attic /	37100000172648	WDEW	811 Sil
Icecream /	31234000001600	WDEW	822 Chu
Hamlet /	37100000194964	WDEW	822.3 Sha
History and human survival :	37100000073390	WDEW	901 Lif
A history of Europe and the modern world, 1492-1914.	37100000151220	WDEW	940.28 Mow
America at 1750;	37100000206164	WDEW	973.2 Hof
The Virginia Colony.	37100000002290	WDEW	975.5 Nea
The house /	31234000001592	WLSF	Fel
The wind /	31234000001642	WLSF	Fel
Dogsong /	37100000064092	WLSF	Pau
Truckers /	31234000001634	WLSF	Pra
Apple is my sign /	37100000065420	WLSF	Ris
Encyclopedia Brown's third record book of weird and wonderful facts /	37100000067798	WLSF	Sob
Go and catch a flying fish /	37100000068671	WLSF	Sto
Winter's tale	37100000257035	WUSF	Hel
God Emperor of Dune /	37100000228119	WUSF	Her
Peace breaks out /	37100000259007	WUSF	Kno
Babbitt.	37100000259650	WUSF	Lew
The cabala /	37100000267422	WUSF	Wil

8/2/99

Library •Solution

Items in Collection/Call Number Sequence
Checked in on the Date Indicated

Title	Status	ID Number	Holdings Code	Prefix	Call Number	Last Checked i
Petals on the wind /	I	DM000101955	DAFC		F ANDREWS	5/28/9
Your blues ain't like mine /	I	DM000092247	DAFC		F CAMPBELL	5/28/9
The cry of Dolores /	I	DM000012579	DAFC		F GORMAN	5/28/9
Gentian hill	I	DM000011218	DAFC		F GOUDGE	5/28/9
A quail in the family	I	DM000067845	DANF		598.61	5/28/9
Plants of the metroplex /	I	DM000090925	DANF		635.9	5/28/9
The Time-Life American regional cookbook /	I	DM000047897	DANF		641.5973	5/28/9
Kites, how to make and fly them.	I	DM000061877	DJNF		796.15	5/28/9
How they built the Statue of Liberty /	I	DM000024186	DJNF		974.71	5/28/9
Anastasia has the answers /	I	DM000053745	DJNF		F LOWRY	5/28/9
Stone 588 /	I	DM000105610	DLPF		F BROWNE	5/28/9
Lady slings the booze /	I	DM000094691	DNSF		SF ROBINSON	5/28/9
The Senator was indiscreet	I	DM000025211	DVGR		GREEN	5/28/9
Corcho Bliss.	I	DM000017636	DWST		W OLSEN	5/28/9
The killer marshal /	I	DM000010135	DWST		W OVERHOLS	5/28/9
Ken Ward in the jungle /	I	SM000119327	SAF		F Grey	5/28/9
Dare to love,	I	SM000029359	SAF		F Luedtke	5/28/9
Sarah Morris remembers,	I	SM000041003	SAF		F Stevenson	5/28/9
Journey to Ixtlan: the lessons of Don Juan.	I	SM000038393	SANF		133.4	5/28/9
An open road :	I	SM000045319	SANF		242 Evans	5/28/9
The private dining room, and other new verses.	I	SM000068717	SANF		811.52 Nash	5/28/9
Innside Nantucket.	I	SM000023982	SANF		917.4497	5/28/9
One-night stands with American history :	I	SM000109211	SANF		973 Shenkman	5/28/9
Universe 12 /	I	SM000073044	SASF		Sci Fic	5/28/9
View from another shore;	I	SM000023666	SASF		SciFic	5/28/9
Secrets of a sparrow :	I	SM000109683	SBIO		B Ross	5/28/9
The monkey	I	SM000124518	SCAS		F King	5/28/9
Catcher in the rye : notes /	I	SM000053974	SCN		Salinger	5/28/9
Michael Faraday /	I	SM000094059	SJB		jB Faraday	5/28/9
Juliette Gordon Low :	I	SM000016691	SJB		jB Low	5/28/9
Leave Horatio alone	I	SM000009965	SJE		E Clymer	5/28/9
Sylvester.	I	SM000010025	SJE		E Davidson	5/
If I had a dog /	I	SM000013450	SJE		E Obligado	5
Spy line /	I	SM000085004	SPB		F Deighton	5/
Whispers in the dark /	I	SM000113747	SPB		F McCann	5/28/9
The world in amber /	I	SM000027238	SPB		SciFic Orr	5/28/9
Trumps of doom /	I	SM000104112	SPB		SciFic Zelazny	5/28/9

8/2/99

Library•Solution

Items with ID numbers in the Range:

DM000010481 through DM000010551

Branch: Smallville

Title	Holding Code	Call Number	Item ID
The land of flowers [by] Dahlov Ipcar.	DEFC	EIPCAR	DM000010540
Moonflute / by Audrey Wood ; illustrated by Don Wood.	DEFC	EWOOD	DM000010538
Planting a rainbow / written and illustrated by Lois Ehlert.	DERD	EREHLERT	DM000010542
The castle of Llyr.	DJFC	JALEXANDER	DM000010481
Wild pitch / Matt Christopher.	DJFC	JCHRISTOPHER	DM000010494
The great custard pie panic. Illustrated by Joe Mathieu.	DJFC	JCORBETT	DM000010550
Dick Whittington and his cat / told and cut in linoleum by Marcia Brown.	DJNF	398.2B	DM000010519
Chip Mitchell, the case of the chocolate-covered bugs / by Fred D'Ignazio ; illustrated by Larry Pearson.	DJNF	MD'IGNAZIO	DM000010546

3/20/98

Library •Solution

Items in a Call Number Range for Collection WREF

From: To:

Title	Status	ID Number	Prefix	Call Number	Invntr'd	Price	Date	Total Checkouts
The Facts on File dictionary of microcomputers	I	37100000075601		004.03 Cha		12.50	1981	0
Macmillan encyclopedia of computers /	I	37100000014766		004.03 Mac		12.50	1992	0
Macmillan encyclopedia of computers /	I	37100000014774		004.03 Mac		12.50	1992	0
The computer dictionary /	I	37100000014782		004.03 Pre		12.50	1983	0
Personal computer dictionary /	I	37100000287230		004.03 Spe		19.95	1995	0
The Reader's catalog :	I	37100000014824		011.73 Rea		12.50	1989	0
Taking sides :	I	37100000272869		016.301 Tak		16.00	0	0
Women in the Middle East and North Africa :	I	37100000014923		016.3054 Al		12.50	1977	0
All the other voices :	I	37100000014931		016.3054 Gra		12.50	1987	0
All the other voices :	I	37100000015151		016.3054 Gra		12.50	1987	0
Women in America :	I	37100000014949		016.3054 Hab		12.50	1978	0
Catalog of the Sophia Smith Collection.	I	37100000014956		016.3054 Smi		12.50	1971	0
Brief ethnic bibliography :	I	37100000014964		016.3058 Bar		12.50	1976	0
The Black experience in children's books /	I	37100000014972		016.3058 Bla		12.50	1989	0
The Negro in America;	I	37100000014980		016.3058 Mil		12.50	1966	0
Human rights :	I	37100000014998		016.3234 Wha		12.50	1989	0
El-Hi textbooks in print.	I	37100000015003		016.371 El		12.50	1970	0
Girls in schools:	I	37100000025622		016.376 Gir		12.50	1992	0
Gender equity in education :	I	37100000277496		016.376 Sti		24.95	1994	0
Ottemiller's index to plays in collections :	I	37100000015037		016.80882 Ott		12.50	1988	0
The detective short story,	I	37100000015029		016.80883		12.50	1969	0
American ethnic literatures :	I	37100000272497		016.8108 Pec		40.00	0	0
Black American writers past and present :	I	37100000015052		016.8108 Rus		12.50	1975	0
Black American writers past and present :	I	37100000015060		016.8108 Rus		12.50	1975	0
A student's guide to British literature;	I	37100000015078		016.8208 Dic		12.50	1972	0
A reader's guide to the classic British mystery /	I	37100000015086		016.82308 Ole		12.50	1989	0
Guide to Japanese poetry /	I	37100000015094		016.8956 Rim		12.50	1984	0
The American Historical Association's guide to	I	37100000290283		016.9 Ame		12.50	1995	0
The American Historical Association's guide to	I	37100000290291		016.9 Ame		12.50	1995	0
Latin America books;	I	37100000015102		016.9 Wil		12.50	1974	
The Traveler's reading guide :	I	37100000015128		016.9104 Tra		12.50	1987	
Index to collective biographies for young reader	I	37100000015136		016.92 Bre		12.50	1988	0
St. James guide to biography /	I	37100000015110		016.92 St		12.50	1991	0
Facing history and ourselves :	I	37100000015045		016.94053 Fac		12.50	1988	0
Creating independence, 1763-1789: backgroun	I	37100000015144		016.9733 Cou		12.50	1972	0
A bibliography of Quabbin Valley history /	I	37100000274915		016.974422		10.00	0	0
Instant information /	I	37100000015169		020.25 Ins		12.50	1987	0
The New York Public Library book of how and w	I	37100000054176		025.5 New		12.50	1991	0
Thesaurus of book digests, 1950-1980 /	I	37100000015185		028.1 Wei		12.50	1981	0
The New Columbia encyclopedia /	I	37100000096649		030 New		12.50	1975	0
Academic American encyclopedia.	I	37100000278932		031 Aca 1995		12.50	0	0
Academic American encyclopedia.	I	37100000278957		031 Aca 1995		12.50	0	0
Academic American encyclopedia.	I	37100000278981		031 Aca 1995		12.50	0	0
Academic American encyclopedia.	I	37100000279005		031 Aca 1995		12.50	0	0
Academic American encyclopedia.	I	37100000279021		031 Aca 1995		12.50	0	0
Academic American encyclopedia.	I	37100000279047		031 Aca 1995		12.50	0	0
Academic American encyclopedia.	I	37100000279062		031 Aca 1995		12.50	0	0
Academic American encyclopedia.	I	37100000279054		031 Aca 1995		12.50	0	0
Academic American encyclopedia.	I	37100000278916		031 Aca 1995		12.50	0	0
Academic American encyclopedia.	I	37100000278908		031 Aca 1995		12.50	0	0
Academic American encyclopedia.	I	37100000278890		031 Aca 1995		12.50	0	0
Academic American encyclopedia.	I	37100000278882		031 Aca 1995		12.50	0	0
Academic American encyclopedia.	I	37100000278874		031 Aca 1995		12.50	0	0
Academic American encyclopedia.	I	37100000278866		031 Aca 1995		12.50	0	0
Academic American encyclopedia.	I	37100000278924		031 Aca 1995		12.50	0	0
Academic American encyclopedia.	I	37100000279039		031 Aca 1995		12.50	0	0
Academic American encyclopedia.	I	37100000279013		031 Aca 1995		12.50	0	0
Academic American encyclopedia.	I	37100000278973		031 Aca 1995		12.50	0	0
Academic American encyclopedia.	I	37100000278965		031 Aca 1995		12.50	0	0
Academic American encyclopedia.	I	37100000278940		031 Aca 1995		12.50	0	0
Academic American encyclopedia.	I	37100000278999		031 Aca 1995		12.50	0	0
What's what, a visual glossary of everyday obje	I	37100000018734		031 Bra		12.50	1981	0
Britannica book of the year :	I	37100000291364		031 Bri 1996		12.50	0	^
Collier's encyclopedia :	I	37100000024526		031 Col		12.50	1992	
Collier's encyclopedia :	I	37100000024534		031 Col		12.50	1992	
Collier's encyclopedia :	I	37100000024542		031 Col		12.50	1992	0
Collier's encyclopedia :	I	37100000024567		031 Col		12.50	1992	0
Collier's encyclopedia :	I	37100000024583		031 Col		12.50	1992	0
Collier's encyclopedia :	I	37100000024609		031 Col		12.50	1992	0
Collier's encyclopedia :	I	37100000024591		031 Col		12.50	1992	0
Collier's encyclopedia :	I	37100000024690		031 Col		12.50	1992	0
Collier's encyclopedia :	I	37100000024682		031 Col		12.50	1992	0
Collier's encyclopedia :	I	37100000024674		031 Col		12.50	1992	0

3/20/98

Library•Solution

Items recalled for branch 1
since: 2/20/98

Title	Barcode number	Collection	Call number	Date	Reason
Reaching for empire;	37100000209663	WDEW	973.8 Wei	3/20/98	Testing
The path between the seas :	37100000200449	WDEW	972.875 McC	3/20/98	Second test
The Traitors /	37100000107446	WDEW	364.1 Moo	3/20/98	t

7/22/99

Library•Solution

Items with no activity since: 11/22/97

Branch Smallville Collection DANF

Title	Item ID	Prefix	Call number	Status	Last out
Michelangelo /	DM000046062		700.924	I	
The grotesque in church art,	DM000046257		704.948	I	
Artist's & graphic designer's market :	DM000107451		706.5	I	
Artist's & graphic designer's market :	DM000111870		706.5	I	
The world of Michelangelo, 1475-1564,	DM000046283		709.24	I	
An introduction to Chinese art.	DM000046132		709.51	I	
Pioneer artists of Taos.	DM000048710		709.73	I	
Easter Hill Village :	DM000048725		711.3	I	
Capability Brown :	DM000048737		712.0924	I	
Landscape design :	DM000028325		712.6	I	
Capitol capsules;	DM000040740		725.1	I	
Collecting fans /	DM000048900		736.7075	I	
Coin collecting in a nutshell.	DM000027291		737.4	I	
Pottery & porcelain /	DM000062551		738.075	I	11/13/97
European enamels;	DM000049769		738.4	I	
English silver.	DM000050028		739.23	I	
Design motifs of ancient Mexico.	DM000004703		745	I	
The complete book of home crafts /	DM000037107		745.5	I	
Wooden toys and games /	DM000100973		745.592	I	
The dolls of yesterday /	DM000047987		745.592	I	
Wearable crafts :	DM000014473		746	I	
Beginner's needlecraft.	DM000048827		746.4	I	
Beautiful things to make for baby :	DM000101731		746.43	I	
Left-handed needlepoint.	DM000049935		746.44	I	
A country house tour.	DM000093512		747.213	I	
Decorating with plants /	DM000026426		747.9	I	
Interior landscaping /	DM000049985		747.98	I	
Creative landscape painting /	DM000105674		751.4	I	
The way of wood engraving.	DM000062132		759	I	
The story of American painting	DM000052070		759.13	I	
Aunt Clara;	DM000060531		759.13	I	
A man and his mountain :	DM000060698		759.4	I	
Kokoschka: the artist in Prague;	DM000060716		759.437	I	
The Designer's handbook /	DM000043645		760.04	I	
Simple printmaking; relief and collage printing	DM000062005		761	I	
Making woodcuts /	DM000062006		761.2	I	
The complete book of paper antiques	DM000043384		769.5	I	
Scott specialized catalogue of United States stam	DM000098056		769.569	I	
Scott specialized catalogue of United States stam	DM000108189		769.569	I	
Scott specialized catalogue of United States stam	DM000113155		769.569	I	
Darkroom techniques.	DM000037466		770.28	I	
The print,	DM000037621		770.28	I	
The print,	DM000111091		770.28	I	
A Southern album :	DM000065529		779	I	
Composer and nation :	DM000113766		780	I	
Grove's dictionary of music and musicians.	DM000065545		780.3	I	
Grove's dictionary of music and musicians.	DM000065546		780.3	I	
Grove's dictionary of music and musicians.	DM000065568		780.3	I	

8/2/99

Library•Solution

Lost items from branch 1

Title	Barcode number	Collection	Call number	Last In/Out
Grand Canyon National Park,	3710000009843	DANF	917.91 Sch	5/19/98
Up and down with Elvis Presley /	DM000010058	DBIO	B PRESLEY	1/16/97
Grace point /	DM000091363	DNFC	F LECLAIRE	4/8/93

Cailin Madden Burke 12 Allerton Road Milton, MA 02186	Jennifer Chang 391 Waverly Avenue Newton, MA 02158	Anna Condino 8 Chase Avenue Lexington, MA 02173
Kiera Eve Butler 15 Eastman Road Somerville, MA 02143	Nupur Chaudhury 616 Chestnut Hill Avenue Brookline, MA 02146	Allison Connolly 42 Cerdan Avenue Roslindale, MA 02131
Jillian Elizabeth Campbell 50 Kensington Circle Chestnut Hill, MA 02167	Kasia Chmielinski 41 Taylor Crossway Brookline, MA 02146	Julianna Connolly 55 Westchester Road Jamaica Plain, MA 02130-
Christina N. Cappadilly 66 Brook Farm Road West Roxbury, MA 02132	Evangeline Choe 211 Fox Hill Street Westwood, MA 02090	Lauren Connolly 42 Cerdan Avenue Roslindale, MA 02131-
Alicia B. Cardoso 31 Eldon Street Roslindale, MA 02131	Catherine Chu 4 Powderhouse Road Dover, MA 02030	Nina Coolidge 62 Beacon Street Boston, MA 02108
Kerry Evan Carven 170 Clapboardtree Street Westwood, MA 02090	Jennifer Chu 4 Powder House Road Dover, MA 02030	Ashleigh Coren 68 Greenwood Street Dorchester, MA 02121
Cara Casey 52 Hammondswood Road Chestnut Hill, MA 02167	Caitlin F. Clark 30 Morgan Street Melrose, MA 02176	Faith Crawford 421 Beacon Street Boston, MA 02115
Sarah Cashman 27 Simon Willard Lane Concord, MA 01742-	Kara Rose Cohen 50 Stratford Street West Roxbury, MA 02132	Alison Cupples 14 Olmstead Street Jamaica Plain, MA 02130
Rachel Casseus 22 College Farm Road Waltham, MA 02154	Alexis Collatos 227 Temple Street Newton, MA 02165	Hallie Damon 51 Court Street Dedham, MA 02026
Sabine Casseus 18 Rugby Road Mattapan, MA 02126	Sarah Colt 11 Appleton Road Cambridge, MA 02138	Kate Daoust 114 Farm Street Dover, MA 02030

8/9/99 01:13:28 pm

Library•Solution

Messages for Circulation Operators
as of: 10/9/96

Remember to delete the messages after you have completed the task.

Posted	Action	Message
5/13/98	Please Transfer This Item.	Item "The law of commercia..." (GM000026547, 347.7 C78l), on the reserve shelf, is now back in normal use.
2/23/99	Please Transfer This Item.	Item "The second part of K..." (GM000007911, 822.33 W1y v.2), in circulation/on the shelf, should be moved to Smallville branch.
2/23/99	Please move this item to hold shelf to satisfy hold placed on the PAC	Item #GM000007911 (call #: 822.33 W1y v.2, title: The second part of King Henry the Fourth, ed.) should be placed on the hold shelf for Guy, Big (565).
5/27/99	Please Transfer This Item.	Item "James Agee / by Vict..." (GM000002978, 813.54 A24k), in circulation/on the shelf, should be moved to Smallville branch.

3/23/98

Library •Solution

Branch: TLC

New and edited titles since 12/23/97

Title	Chg date	Coll.	Prefix/call number	Year	Control number
All's well that ends well, edited by Arthur E. Case.	3/12/98	WDEW	822.3 Sha		00004377
Shipwreck / text by John Fowles ; photography by the Gibsons of Scilly.	2/9/98	WDEW	910.4 Fow		00004862
Grand Canyon National Park, edited by Robert Scharff with the cooperation of the National Park Service.	2/4/98	WDEW	917.91 Sch		00014754
Congo, the birth of a new Baby	2/4/98	WDEW	967.2 Arc		00004941
The A.A. murder case : a novel / by Alfred J. Kiggins.	1/26/98	WDEW	970.3 Che		10000000
The buffalo hunt / Russell Freedman.	3/6/98	WDEW	970.3 Fre		00023281
The shipbuilders. Written & illustrated by Leonard Everett Fisher.	2/9/98	WDEW	973.2 Fis		00013909
George Washington, a biography.	2/16/98	WDEW	973.4 Was		00001111
An atlas of the Quabbin Valley & Ware River diversion / J.R. Greene.	1/27/98	WDEW	974.422 Gre		00023737
The A.A. murder case : a novel / by Alfred J. Kiggins.	1/26/98	WDEW	Gra		1000000
Sand / Raymond Siever.	1/20/98	WDEW	QE471.2 .S545 1988		00000560
Sand / Raymond Siever.	1/20/98	WDEW	QE471.2 .S545 1988		00000560
Dog Friday / Hilary McKay.	3/4/98	WDEW			00024916
The dogs of war / Frederick Forsyth.	2/20/98	WKIT	for		00022518
The dog who wouldn't be. Illustrated by Paul Galdone.	2/20/98	WLSF	FIC 123.45 Mow		00002299
The dogwalker / by Sophy Burnham.	1/6/98	WLSF	Bur		00012709
S is for Space / Ray Bradbury.	1/15/98	WLSF	Prefix Call# Cutter		00001827
Why didn't they ask Evans? / Agatha Christie.	2/20/98	WLSF	Chr		00011922
Cat (kat), n. ... / by B. Kliban.	3/6/98	WLSF	Dan		00019348
The house / Monique Felix.	3/6/98	WLSF	Fel		00010529
The wind / Monique Felix.	3/6/98	WLSF	Fel		00010530
Rumble fish / S. E. Hinton.	3/6/98	WLSF	Hin		00003923
A horse called Bonnie.	3/6/98	WLSF	Joh		00011456
T-backs, t-shirts, coat, and suit / E.L. Konigsburg.	3/6/98	WLSF	Kon		0001929t
Cat call / by Louise Lawrence.	3/6/98	WLSF	Law		00010176
Dog Friday / Hilary McKay.	3/4/98	WLSF	McK		00024916

Library • Solution

7/10/97

New titles added at branch 1
since 6/19/97

Author	Title	Call number	Number of copies	DATE ADDED
Ash William 1917	Take-off.	ASH, William	1	6/25/97
Bailey Pearl	Between you and me /	LPB BAILEY, Pearl	1	6/25/97
Blassingame W Doak 1911	The Blassingame families,	929.2 BLASSINGAME	2	6/25/97
Blum Howard 1948	Out there :	001.9 BLUM, Howard	1	6/25/97
Blume Judy	Freckle juice /	J BLUME, Judy	1	6/25/97
Bogart Stephen Humphrey	Bogart :	AC B BOGART, Stephen	2	6/25/97
Bramwell Martyn	The Rand McNally atlas of the oceans /	912.1 RAND	1	6/26/97
Engel Monroe	Statutes of limitations.	ENGEL, Monroe	1	6/24/97
H W Wilson Company cn	Fiction catalog.	016.823 FICTION	1	6/25/97
Mooser Stephen	Funnyman and the Penny Dodo /	E MOOSER, Stephen	1	6/25/97
OHalloran Susan	The hunt for Spring /	799.2 WATERMAN	1	7/10/97
Patitucci John	Sketchbook	CD785.42 PATITUCCI, John	1	6/25/97
Peare Catherine Owens	The Helen Keller story.	JB KELLER, Helen	1	6/25/97
Petrie Catherine	Sandbox Betty /	BR PETRIE, Catherine	1	6/25/97
Pieczenik Steve	Tom Clancy's Op-Center :	AC CLANCY, Tom	4	6/25/97
Robinson Janet	The fifty states	AC J784.0973 ROBINSON	1	6/25/97
binson Spider	Lady slings the booze /	ROBINSON, Spider	1	6/24/97
Stone Lynn M	Ostriches /	E598.51 STONE, Lynn M.	1	6/25/97

Date 3/24/98

Library•Solution

Outstanding Fines by Patron for Branch: Canton

Includes only 11/24/97

Title	Item barcode / Comment	Payment Code	Date Levied	Date due	Amount
GINGER ADAMSON Patron ID: 28749000710398 Home br: 1				Total	4.20
What makes the great great : strategies for extraordinary achievement / Dennis P. Kimbro.	38749002498134	OV	11/25/97	11/18/97	0.70
Couplehood / Paul Reiser.	38749002387636	OV	11/25/97	11/18/97	0.70
The healing power of mind : simple meditation exercises for health, well-being, and enlightenment / Tulku Thondup ; foreword by Daniel Goleman.	38749002490046	OV	11/25/97	11/18/97	0.70
How, then, shall we live? : four simple questions that reveal the beauty and meaning of our lives / Wayne Muller.	38749002476057	OV	11/25/97	11/18/97	0.70
Natural menopause : the complete guide / Susan Perry, Kate O'Hanlan.	38749002531961	OV	11/25/97	11/18/97	0.70
New Age healing.	38749002533668	OV	11/25/97	11/18/97	0.70
Cindy Anne Adcock Patron ID: 28749000687533 Home br: 6				Total	9.60
Beezus and Ramona. Illustrated by Louis Darling.	31234000300515	OV	11/24/97	10/6/97	4.80
The boggart / Susan Cooper.	38749001458890	OV	11/24/97	10/6/97	4.80
BETH J AKIN Patron ID: 28749000660514 Home br: 5				Total	0.10
Pastime / Robert B. Parker.	38749000250967	OV	11/30/97	11/29/97	0.10
Cathy Alford Patron ID: 28749000187666 Home br: 1				Total	0.40
Science projects and activities / by Helen Challand ; illustrations by Linda Hoffman Kimball.	31234000236453	OV	11/25/97	11/20/97	0.40

Date 3/24/98

Library•Solution

Outstanding Fines by Patron for Branch: Canton

Includes only 1/24/98

			Payment Code	Date Levied	Amount
Bad News Bear	Patron ID: 42	Home br: 1		Patron total	0.30
			OV	1/26/98	0.10
			OV	1/26/98	0.20
SHAN LUC BICARD	Patron ID: 28749000377390	Home br: 5		Patron total	2.40
			OV	3/5/98	2.40
Jeanette Marie Capati	Patron ID: 28749000073056	Home br: 1		Patron total	4.01
			OV	3/9/98	4.01
Susan Diane Thiman	Patron ID: 28749000789067	Home br: 6		Patron total	6.30
			OV	2/10/98	6.30
ROSE M. VANDERGRIFT	Patron ID: 28749000721005	Home br: 2		Patron total	9.80
			OV	3/16/98	9.80

Library•Solution
Overdue Items in Shelflist Order

Report Date 8/9/99 Branch 1 Overdue between: 12/9/98 and 8/9/99

Coll.	Call Number	Title	Author	Vol.	C.	Item ID
AMY	M CORK	Dead ball /	Cork, Barry		1	DM000026982
ANF	133.8 GELLER	The Geller effect /	Geller, Uri, 1946-		1	DM000012185
ANF	184 PLATO	The works of Plato /	Plato.		1	DM000035782
ANF	364.163 FAY	Hoax;	Fay, Stephen.		1	DM000069120
ANF	649.65 WILTENS	No more nagging, nit-picking & nudging :	Wiltens, Jim		1	DM000090637
ASK	081 BUCHWALD	Have I ever lied to you?	Buchwald, Art.		1	DM000019045
RAV		Magnetic media for test				DM000009795
1ST	823.8 C76r	The rescue;	Conrad, Joseph, 1857-1924.		1	GM000008386

Smallville Public Library
315 Church St.
Smallville, MT 11602

JOYCE L BELL
AVA CHAPMAN
RT 2 BOX 40
Smallville, MT 11602

Patron ID
DE000023308
463-7109

Library phone number: 876-324-9987

Overdue Notice

7/22/99

You have items overdue. Please return them to the library immediately.

Title	Collection - Call Number Item ID	Due Date Item price	Notice #
Killing time in St Cloud / Judith Guest and Rebecca Hill	AMY M GUEST DM000006593	02/03/1997 18.00	FINAL

7/16/99

Library •Solution

Patron Breakdown by Branch

Patron Type			Patron co...
Statistics for 5/16/99 through 7/16/99			
ADUL			588
BINDERY (DEN. & SHER.)			1
ADULT (DENISON)			2,611
Total	Checkouts	4	
Total	Renewals	2	
CHILD (DENISON)			550
OUT OF COUNTY (DENISON)			24
TEACHER'S CARD (DENISON)			46
ILL (DENISON & SHERMAN)			1
LOST ITEMS (DENISON & SHERMAN)			1
MISSING ITEMS (DENISON & SHERMAN)			1
RESERVE ITEMS (DENISON)			1
Total Checkouts and Renewals for Branch:		**6**	
		Total Patrons for Branch: **1**	**3,824**

7/16/99

Patron Breakdown for Active Patrons

Patrons whose card did not expire prior to or whose card did expire prior to that date, but owe a fine or book to the library. 4/16/99

Patron Type	Patron count
ADUL	436
ADULT (DENISON)	1,219
CHILD (DENISON)	171
OUT OF COUNTY (DENISON)	12
TEACHER'S CARD (DENISON)	26
ILL (DENISON & SHERMAN)	1
LOST ITEMS (DENISON & SHERMAN)	1
MISSING ITEMS (DENISON & SHERMAN)	1
Total Patrons for Branch: 1	**1,867**

8/12/99

Library •Solution

Breakdown by Patron Type

Patron Type

Sub-count field

Patron type count

Sub-count field tota

Statistics for 1/12/99 through 8/12/99

ADUL				**2,333**
			AS	477
			BS	106
			No entry	1,750
Total	Checkouts	15		
BINDERY				**1**
			No entry	1
ADULT				**2,618**
			BS	2
			No entry	2,616
Total	Checkouts	98		
Total	Renewals	4		
CHILD				**550**
			No entry	550
Total	Checkouts	1		
Total	Renewals	2		
OUT OF COUNTY				**24**
			No entry	24
TEACHER'S CARD				**46**
			No entry	46
ILL				**1**
			No entry	1
LOST ITEMS				**1**
			No entry	1
MISSING ITEMS				**1**
			No entry	1
RESERVE ITEMS				**1**
			No entry	1

Total Checkouts and Renewals for Branch: 120

Total Patrons for Branch: 1 **5,576**

7/16/99

Library•Solution

Patron type: ADUL

Registered by branch: Smallville

Name Primary address Patron Type	Barcode # Alternate ID # Responsible party	Card expiration date Card issue date Date of birth	Date last active Branch of last activity e-mail address	Blocked Fine Bal.
GARY M ABRUZZESE	11211 035-50-3130	9/25/99 4/27/98		$0.00
EDWARD R ADAMS	402945 035-48-9802	9/25/99 4/27/98		$0.00
MICHAEL A ADEFULE	413944 025-80-3434	9/25/99 4/27/98		$0.00
ADEWALS J AKINDOLIE	418289 038-64-1655	12/18/99 4/27/98		$0.00
VINCENT J ALIANIELLO JR	12991 036-38-7343	9/25/99 4/27/98		$0.00
DOUGLAS T ALLEN	365030 036-46-8170	6/6/98 4/27/98		$0.00
LETTICIA ALVARADO	416047 016-60-6808	9/25/99 4/27/98		$0.00
ANTHONY AMARAL	402637 023-54-5452	9/25/99 4/27/98		$0.00

8/9/99

Patron Listing With Less Detail

Patron type: DDCH

Registered by branch: Smallville

Name	Barcode #	Card issue date	Card expiration date	Fine Bal.
ANGELA ABRIAL	DE000010653	6/12/89	3/2/97	$0.00
MICHELLE L ABRIAL	DE000017416	5/15/89	4/23/99	$0.00
RENEE ADAMS	DE000000827	6/6/89	6/4/96	$0.00
CHARLES ALDRICH	DE000000725	6/6/89	6/5/95	$0.00
Donal R. Allen	DE000010993	4/19/89	12/30/01	$0.00
NOAH M. ALLEN	DE000010991	4/19/89	10/13/98	$0.00
ASHLEY ALLENBAUGH	DE000009503	6/12/89	12/31/98	$0.00
LACEY M ALLEY	DE000000696	6/5/89	6/4/98	$0.00
ERIN ANDERSON	DE000001451	6/13/89	12/31/98	$0.00
BLAIR ARCHER	DE000001823	6/19/89	12/30/02	$0.00
CHASE ARCHER	DE000001822	6/19/89	6/17/96	$0.00
KATRINA M ARNDT	DE000020714	6/20/89	12/30/02	$0.00
AMBER ARNOLD	DE000000344	4/17/89	6/3/96	$0.00
AMY ARNOLD	DE000000341	4/17/89	6/3/96	$0.00
HEATHER ARTHUR	DE000023570	6/8/89	12/31/98	$0.00
CARRIE ASHLEY	DE000002131	6/25/89	6/24/95	$0.00
KRISTINA AVERY	DE000005110	3/8/89	9/21/95	$0.00
BRANDY L. BALDRIDGE	DE000020304	3/8/89	9/17/98	$50.0
RACQUEL BANKSTON	DE000002166	6/28/89	6/27/95	$0.00
SHELLIE BANKSTON	DE000002225	6/28/89	6/27/95	$0.00
JASON LEE BARKER	DE000002691	3/13/89	12/31/98	$0.00
DAYNA BARNETT	DE000001106	6/8/89	6/19/96	$0.00
JENNIE L BARNETT	DE000002244	6/30/89	10/20/94	$0.00
JENNIFER BARNS	DE000000625	6/5/89	6/3/96	$0.00
JARED L BARNUM	DE000000944	6/8/89	6/7/95	$0.00
KENNETH L BARNUM	DE000000943	6/8/89	6/7/94	$0.00
DUSTY W BATES	DE000000868	6/7/89	8/29/00	$0.00
SHOSHAWNA S BATES	DE000000742	6/7/89	12/31/98	$0.00
JOSH BAUGH	DE000010473	3/8/89	10/29/98	$0.00
COURTNEY MICHELLE BAYER	DE000001319	6/11/89	12/30/01	$0.00
SAMUEL JOSEPH BAYER	DE000001315	6/11/89	8/7/01	$0.00
KELLIE BECK	DE000019118	11/12/93	8/22/01	$0.00
MINDY BELCHER	DE000005569	4/17/89	2/10/02	$0.00
JOYCE L BELL	DE000023308	2/22/89	12/31/98	$0.00
BRENT A BENEFIELD	DE000001722	6/14/89	6/13/95	$0.00
JAIME DENIECE BENEFIELD	DE000014209	6/12/89	7/20/98	$0.00
LISA BENEFIELD	DE000001372	6/12/89	6/10/96	$0.0
CASSANDRA L BENNETT	DE000000325	6/1/89	12/31/98	$0.00
TONI M BENNETT	DE000000924	6/7/89	12/31/98	$0.00
JENNIFER BERGSTROM	DE000001371	6/12/89	12/31/98	$0.00
DAVID T BESHERSE	DE000002346	6/29/89	6/27/96	$0.00

3/24/98

Library •Solution

Adult

Patrons active since: 10/24/97 or who owe books or fines (if selected).

Patron	Barcode Number	Issue Date	Expiration Date	Date Last Active
THOMAS E ABEL	20770000349823	1/23/98	3/28/98	
Betty Abell	28749000177931	1/15/91	4/24/99	11/19/97
ANNIE (SIMON) ABRAHAM	20770000342943	1/23/98	3/11/98	
JOYCE E ACKLIN	20770000352322	1/23/98	4/3/98	
Sandra Acquaviva	28749000070359	4/21/92	11/22/99	11/22/97
JOSEPH S ACSAI	20770000343453	1/23/98	3/13/98	
Barbara H Adams	28749000087874	4/29/89	4/10/98	11/22/97
Denise Adams	28749000898561	7/18/95	7/16/99	11/7/97
Dennis Adams	1184	1/12/98	1/23/99	
DONNA H. ADAMS	28749000300673	11/4/92	9/21/99	12/2/97
ERIC ADAMS	28749000845084	5/29/91	8/28/99	11/22/97
Marion Kay Adams	28749000824270	6/6/92	6/3/98	11/19/97
SHERYL LYNN ADAMS	20770000342612	1/23/98	3/11/98	
GINGER ADAMSON	28749000710398	6/6/96	6/5/98	11/25/97
Kathryn C. Adan	28749000294264	1/1/93	3/16/98	11/28/97
MICHAEL ADCOCK	28749000802499	1/14/97	1/13/99	11/17/97
April L. Addison	28749000383695	3/7/92	3/31/98	11/22/97
JENNI ADDISON	20770000348221	1/23/98	3/24/98	
Christalyn Aitken	28749000349456	4/3/90	7/7/99	11/12/97
JOAN (RALPH) AITKEN	20770000350367	1/23/98	3/29/98	
PATRICIA AKER	28749000423681	4/23/93	6/9/99	11/25/97
Valerie L Albert	28749000163980	1/17/91	4/9/99	11/25/97
Cindy P Albrecht	28749000923204	3/7/92	2/6/98	12/1/97
DAVID SCOTT ALBRECHT	20770000345102	1/23/98	3/17/98	
Ann Alderfer	28749000018259	6/28/89	8/29/98	11/22/97
CARON (ALEC) ALEXANDER	20770000345730	1/23/98	3/18/98	
Connie Alexander	28749000896130	2/8/92	9/3/99	11/18/97
KIMBERLY (CHARLES) K. ALEXANDE	20770000346662	1/23/98	3/20/98	
Cathy Alford	28749000187666	6/14/91	1/27/99	11/24/97
AGNES G ALLEN	28749000516450	6/3/94	5/30/98	12/1/97
Barbara B Allen	28749000039628	6/25/91	6/24/99	11/3/97
BOB J, ALLEN	28749000825925	12/14/96	12/13/98	11/29/97
JENNY LYNN ALLEN	28749000896864	4/12/97	4/11/99	11/21/97
Joy M. Allen	28749000024349	8/6/91	10/20/99	11/17/97
JUANITA S. ALLEN	20770000349906	1/23/98	3/28/98	
Mary E. Allen	28749000306951	12/19/89	6/20/99	11/15/97
Nancy Gramling Allen	28749000007856	8/1/90	7/10/99	11/16/97
PETER ALLEN	20770000342075	1/23/98	3/10/98	
Sean Allen	28749000379115	1/17/91	1/31/98	10/30/97
Harriett A Allison	28749000012369	6/13/91	6/18/99	11/5/97
EDMOND D ALLMOND	28749000817227	3/21/97	3/20/99	11/19/97
PEGGY (DAVE) ALMOND	20770000345078	1/23/98	3/17/98	
TIFFANY MARIE ALMOND	20770000348692	1/23/98	3/25/98	
DIVINA M. ALVARADO	28749000401687	3/9/94	4/1/98	12/2/97
PATRICIA C AMEY	20770000351951	1/23/98	4/2/98	
Lynn D Amis	28749000027334	4/11/89	4/24/99	12/4/97

Jeanette Marie Capati
5143 Willow Tarn
Acworth, GA 30101

Patricia Huston
P.O. BOX 226
Jasper, GA 30143

ANDREW, (MARGARET) B
KINCADE
24 FLECK DR.
MTN. HOME, AR 72653

ERIKA R. RUTH
1087 Ferry Creek Way
Acworth, GA 30101

Cynthia Tandy
500 Milledge Heights
Athens, GA 30606

Brenda D Tracey
132 Farmington Dr.
Woodstock, GA 30188

8/9/99

Library•Solution

Patrons Entered 5/9/97 through 8/9/99
for Patron Type: ALL

Name	Patron ID	Alternate ID	Issued	Expires	Type	Last Active
GARY M ABRUZZESE	11211	035-50-3130	4/27/98	9/25/99	ADUL	
EDWARD R ADAMS	402945	035-48-9802	4/27/98	9/25/99	ADUL	
MICHAEL A ADEFULE	413944	025-80-3434	4/27/98	9/25/99	ADUL	
ADEWALS J AKINDOLIE	418289	038-64-1655	4/27/98	12/18/99	ADUL	
VINCENT J ALIANIELLO JR	12991	036-38-7343	4/27/98	9/25/99	ADUL	
DOUGLAS T ALLEN	365030	036-46-8170	4/27/98	6/6/98	ADUL	
LETTICIA ALVARADO	416047	016-60-6808	4/27/98	9/25/99	ADUL	
ANTHONY AMARAL	402637	023-54-5452	4/27/98	9/25/99	ADUL	
KEVIN J AMARAL	404432	030-46-0408	4/27/98	3/18/00	ADUL	
KEVIN S AMARAL	291162	031-70-4414	4/27/98	9/25/99	ADUL	
CHRISTOPHER J ANDERSEN	418875	019-56-5987	4/27/98	6/6/98	ADUL	
BRIAN D ANDERSON	407570	018-64-3558	4/27/98	9/25/99	ADUL	
ROBERT A ANDERSON	107564	334-44-5227	4/27/98	6/6/98	ADUL	
KYLE S ANDRADE	418834	038-52-1181	4/27/98	9/25/99	ADUL	
PAULO A ANDRADE	203740	037-58-0917	4/27/98	9/25/99	ADUL	
ROBERT A ANDREOLI	268482	037-50-8410	4/27/98	9/25/99	ADUL	
JOHN M ANDREOZZI	399909	036-36-8543	4/27/98	9/25/99	ADUL	
CHARLES R ANDREWS	220796	038-50-7524	4/27/98	9/25/99	ADUL	
RICHARD G ANTONELLI	415699	036-46-5674	4/27/98	9/25/99	ADUL	
MICHAEL A ANTONELLIS	180396	021-62-5646	4/27/98	9/25/99	ADUL	
FRANCISCO A APONTE	416952	035-48-5812	4/27/98	6/6/98	ADUL	
GERARDO ARISTI	262827	045-92-4550	4/27/98	12/19/98	ADUL	
ERYCK M ARNOLD	415421	037-44-6632	4/27/98	12/18/99	ADUL	
NANCY ASSELIN	94832	074-50-2584	4/27/98	9/25/99	ADUL	
ANDREW ATTARD	344993	084-70-5078	4/27/98	12/19/98	ADUL	
PAUL AUGER	263097	036-50-0471	4/27/98	9/25/99	ADUL	
TAMER M AWADALLA	417625		4/27/98	12/18/99	ADUL	
BONNIE L AYOTTE	408735	023-62-8628	4/27/98	9/25/99	ADUL	
EDWARD R BAFFONI	167443	038-48-4833	4/27/98	9/25/99	ADUL	
FREDERICK C BAILEY	199690	036-38-9896	4/27/98	6/5/99	ADUL	
DANIEL J BAKER	414044	041-68-6208	4/27/98	9/25/99	ADUL	
JAMES A BAKER	206797	028-46-8424	4/27/98	6/6/98	ADUL	
JODIE A BAKER	308086	019-56-1082	4/27/98	6/5/99	ADUL	
DIANE C BARBON	351780	125-56-3692	4/27/98	3/20/99	ADUL	
GRACE F BARRESI	412652	035-54-7773	4/27/98	12/18/99	ADUL	
JONATHAN D BASSO	282554	046-76-1948	4/27/98	9/25/99	ADUL	
HEATH A BEARD	384888	010-58-6879	4/27/98	9/25/99	ADUL	
MICHAEL L BEASLEY	409423	042-64-1816	4/27/98	12/18/99	ADUL	
ROLAND J BEAUDOIN	416305	039-38-5992	4/27/98	9/25/99	ADUL	
GAIL A BEAUNE	414850	038-46-5659	4/27/98	9/25/99	ADUL	
TIMOTHY S BEDARD	414863	035-48-2001	4/27/98	9/25/99	ADUL	
BRIAN D BELL	261619	036-50-6268	4/27/98	9/25/99	ADUL	
DAVID J BELL JR	278700	037-46-4861	4/27/98	9/25/99	ADUL	
ERIC F BENEVIDES	193825	016-58-7378	4/27/98	12/18/99	ADUL	
MANUEL M BENEVIDES	419448	025-60-0559	4/27/98	12/18/99	ADUL	
WILLIAM J BENITEZ	421444	037-52-5585	4/27/98	12/18/99	ADUL	
DAVID A BENNETT	213969	020-58-7205	4/27/98	9/25/99	ADUL	
DONALD A BENSON	164843	041-68-2687	4/27/98	9/25/99	ADUL	
NICOLAS A BERMUDEZ	243304	039-62-7247	4/27/98	6/3/00	ADUL	
RUBEN C BERNARDO	336577	033-68-6683	4/27/98	9/25/99	ADUL	
BRUCE E BERNIER	414690	037-38-9874	4/27/98	9/25/99	ADUL	
ROBERT G BERUBE	412747	035-44-1302	4/27/98	9/25/99	ADUL	

8/9/99

Library•Solution

Patrons with fine balance in excess of 5.00

Registered by branch: Smallville

Name Primary address	ID # Alternate ID #	Date last active	Fine Balance
David Bicking 123 BBC	231	7/21/99	29.65
ALVIN R BAILEY 2501 BROOKHAVEN DR. Smallville, MT 11602	DE000000001	3/12/97	5.00
STORMIE MYERS KEN MYERS RT. 4 BOX 358 A Smallville, MT 11602	DE000001171	2/1/95	15.95
SONJA HUMPHREY 169 CIRCLE DR. Smallville, MT 11602	DE000001515	2/9/90	27.95
JAREE HUNT RT. 3 BOX 136-A Smallville, MT 11602	DE000001750	4/5/95	5..
RONNIE BLYE 2702 TRACY Smallville, MT 11602	DE000002459	8/14/90	14.95
KAREN M WILLIAMS 627 W. CRAWFORD APT.D Smallville, MT 11602	DE000003359	9/16/93	5.25
JULIE A SHIRLEY 129 SHARON CIRCLE Smallville, MT 11602	DE000005081	12/10/91	13.25
MATTIE M BAKER RT. 5 BOX 15 Smallville, MT 11602	DE000006734	12/6/89	20.00
TERESA D BAUGH 427 W. HULL Smallville, MT 11602	DE000007398	11/6/90	9.95

8/12/99

Library•Solution

Patrons with items Checked Out
from Smallville

Range of Dates Considered:
3/12/98 through 8/12/99

Prices ending with '*' are Default Replacement Cost

Anita Wheeler Bickenbach
P.O. Box 64
Metropolis, MT 11235-2345

Patron type: ADUL
Patron ID: 333
Phone #1: 482-6115
Phone #2:
Alternate Patron ID:

Title	Item ID	Coll.	Call Number	Date Due	Date Out	Price	
Have I ever lied to you?	DM000019045	DASK	081 BUCHWALD	4/7/99	3/24/99	12.59*	OD
The rescue;	GM000008386	GRAY	823.8 C76r	3/19/99	3/18/99	0*	OD
P.S. Jack Paar /	DM000032806	DBIO	B PAAR	1/20/00	1/14/99	12.59*	OD

Kate Finch

Patron type: ADUL
Patron ID: 1000
Phone #1:
Phone #2:
Alternate Patron ID:

Title	Item ID	Coll.	Call Number	Date Due	Date Out	Price	
A cat is watching :	DM000066249	DANF	636.8 CARAS	5/4/98	4/20/98	17.95	OD
The cat who lived high /	DM000072947	DAMY	M BRAUN	4/8/98	4/20/98	17.95	OD
The cat who walks through walls :	DM000086217	DASF	SF HEINLEIN	5/4/98	4/20/98	18.00	OD
The cat who lived high /	DM000073056	DAMY	M BRAUN	4/8/98	4/20/98	17.95	OD

Patron type ADUL Total items in group 7

David Bicking
123
BBC

Patron type: DDAD
Patron ID: 231
Phone #1: 999-888-7899
Phone #2:
Alternate Patron ID:

Title	Item ID	Coll.	Call Number	Date Due	Date Out	Price	
No more nagging, nit-picking & nudging :	DM000090637	DANF	649.65 WILTENS	7/29/99	7/15/99	10.00	OD
Red chameleon :	DM000013168	DAMY	GR23. A56 BNM	4/9/00	5/24/99	12.59*	CO
The kindly ones /	DM000030326	DASF	SF SCOTT	12/12/99	6/2/99	12.59*	CO

CATHERINE L HARALDSEN
2804 HIGHLAND PARK PLAZA
Smallville, MT 11602

Patron type: DDAD
Patron ID: DE000001184
Phone #1: 465-1389
Phone #2:
Alternate Patron ID:

Title	Item ID	Coll.	Call Number	Date Due	Date Out	Price	
The happy birthday mystery /	DM000020020	DJNF	M NIXON	8/11/98	7/28/98	12.59*	OD

JOHN A HARALDSEN
2804 HIGHLAND PARK PLACE
Smallville, MT 11602

Patron type: DDAD
Patron ID: 444
Phone #1: 465-1389
Phone #2:
Alternate Patron ID:

Title	Item ID	Coll.	Call Number	Date Due	Date Out	Price	
The living planet :	DM000044493	DANF	574 ATTENBOROUG	7/15/98	7/1/98	12.59*	OD

8/9/99

Library•Solution

Number of items per publication year Branch 1

Publication Year (008/07-10)	Number of items	Total worth	Average pri[illegible]
1988	949	$15,957.62	$16.82
1989	885	$13,419.03	$15.16
1990	940	$17,294.08	$18.40
1991	881	$14,290.14	$16.22
1992	689	$13,028.99	$18.91
1993	609	$10,110.55	$16.60
1994	577	$11,399.70	$19.76
1995	558	$9,854.64	$17.66
1996	334	$8,835.99	$26.46
1997	4	$79.80	$19.95
1998	4	$71.80	$17.95
Grand totals	35714	$2,500,821,347.41	

Note: to view specific items for a particular year, use the report called "Item listing by publication year."

2/24/98 12:42:26 pm

Library •Solution

Purchase Alerts for Branch 1

Minimum ratio 1

	Control #	Pending holds	Copies owned	Holds/copies
A GOOD FISH DINNER	otf00088201	1	1	1
A separate peace; a novel.	60005312	1	1	1
Abortion : understanding differences	84009965	1	1	1
CHRISTMAS IN THE	cnv00011245	1	1	1
Doing business on the World-Wide	96085520	1	1	1
Elias Howe : inventive boy / by Jean	62009255	1	1	1
Fahrenheit 451.	srl00012910	4	1	4
High hopes : the Amityville murders /	80025054	1	1	1
How to read and profit from financial	84000206	1	1	1
Isaac Newton and gravity / Steve	94008260	1	1	1
Mail order selling : how to market	82003733	1	1	1
Mars and Venus in love [sound	srl00013757	1	1	1
NELLIE CAMERON	otf00084097	1	1	1
One up on Wall Street : how to use	89038518	1	1	1
Pablo Picasso / Matthew Meadows.	96025777	1	1	1
The Christmas almanack / Gerard &	77012842	1	1	1
The book of Christmas folklore.	73006413	1	1	1
The cat who sniffed glue [sound	srl00013027	1	1	1
The complete food allergy cookbook	95031379	1	1	1
Windows & walls : designs, patterns,	80080753	1	1	1
the four seasons	cnv00000610	1	1	1

3/24/98

Library•Solution

Items on Reserve for Branch 1 by Course

Teacher	Title	Call numb
Department: English	**Course: Basic English**	
Bicking, David	English grammar and composition; complete course [by] John E. Warriner [and] Francis Griffith.	425 War
Bicking, David	Winter botany.	582.16 Tre
Smith, Alexander	England. Photographed by Edwin Smith. Text by Geoffrey Grigson. 192 photogravure plates, 8 plates in colour.	914.2 Gri
Smith, Alexander	England in the late Middle Ages.	942.04 Mye
Smith, Alexander	The England of Elizabeth; the structure of society.	942.05 Row

3/24/98

Library•Solution

Items on Reserve for Branch 1 by Teacher

epartment	Course	Title	CircBr	Call number
	Teacher: Smith, Alexander			
English	Basic English	England. Photographed by Edwin Smith. Text by Geoffrey Grigson. 192 photogravure plates, 8 plates in colour.	1	914.2 Gri
English	Basic English	England in the late Middle Ages.	1	942.04 Mye
English	Basic English	The England of Elizabeth; the structure of society.	1	942.05 Row
English Literat	Basic social studies	An historical atlas of modern Europe from 1789 to 1922 with an historical and explanatory text, by C. Grant Robertson ... and J. G. Bartholomew ...	1	911 Rob

Library•Solution

Overdue Reserve Items

As of: 3/24/98 12:20:57 pm

Title Item ID Call number	Patron ID Patron Phone number	Due
English grammar and composition; 37100000112636 425	27100000002177 Catherine Alice Jones 617/367-0437	9/22/97 11:59:00 pm
A wind in the door. 37100000030242	305581000045601 sara schoo	1/2/98 11:59:00 pm

Rules Matrix

Patron	Collect.	Chk Lmt	Ren Lmt	Loan Per	D.Time	Ren Per	D Time	Fin Amt	Fine Int	Fine Lmt	Ovr Due	Ovr Gra	Ntcs
ADT	CONVERN	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DAFC	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DAMY	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DANF	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DASF	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DASK	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DAUB	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DAUF	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DAUJ	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DAUM	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DAUN	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DAUS	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DAUW	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DBIO	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DBREF	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DCDS	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DEFC	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DEQU	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DERD	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DGEN	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DHOL	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DJBI	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DJBR	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DJFC	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DJGB	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DJMY	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DJNF	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DJRF	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DJRV	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DKIT	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DLCK	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DLIB	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DLOST	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DLPB	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DLPF	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DLPM	0	0	1440	1439	1440	1439	10	1440			0	1
ADT	DLPN	0	0	1440	1439	1440	1439	10	1440			0	1

8/19/98

Library•Solution

Summary Circulations for Fiscal Year Beginning Jan-1998

For collection: DANF

	Fiscal year	Li	le
100 great kings, queens, and rulers of the world. Edited by John Canning.	18		18
100 Moore years : a history of Moore County, Texas / publication sponsored by	1		1
100 years and millions of boys; the dynamic story of the Boys' Clubs of America.	1		1
101 hikes in the North Cascades. Text: Ira Spring and Harvey Manning. Photos:	4		4
101 questions & answers about CB operations, by Leo G. Sands.	0		0
125 great movie songs / compiled and edited by Dick Stern ; arr. by David	0		0
1970 year book : Events of 1969.	3		3
20 centuries of great preaching; an encyclopedia of preaching [by] Clyde E.	13		13
21 Texas short stories.	4		4
24 favorite one-act plays, editd by Bennett Cerf and Van H. Cartmell.	11		11
4 years on the firing line. Edited by Bell Irvin Wiley.	4		4
6,000 miles of fence; life on the XIT Ranch of Texas, by C. S. Duke & Joe B.	8		8
ABC book of early Americana; a sketchbook of antiquities and American firsts.	3		3
ABC's of old glass.	9		9
Abominable snowmen: legend come to life; the story of sub-humans on five	14		14
The acrylic painting book / by Wendon Blake ; paintings by Rudy de Reyna.	23		23
Acts of the Apostles: commentary, by J.W. Packer.	3		3
Adams family correspondence. L.H. Butterfield, editor; Wendell D. Garrett,	0		0
Adult literacy program handbook : a compilation of reading academy program	3		3
Adventure in the wilderness.	1		1
Adventures of ideas, by Alfred North Whitehead.	1		1
Aeschylus, the creator of tragedy.	5		5
Afghanistan : a country study / Foreign Area Studies, the American University ;	1		1
After the trauma; representative British novelists since 1920.	0		0
The age of enterprise; a social history of industrial America, by Thomas C.	0		0
Age of faith, by Anne Fremantle and the editors of Time-Life books.	1		1
The age of Louis XVI; [translated from the Italian by M. H. L. Jones].	2		2
Age of progress, by S. C. Burchell and the editors of Time-Life Books.	1		1
The age of reform, 1815-1870 / by E.L. Woodward.	0		0
The agrarian crusade; a chronicle of the farmer in politics, by Solon J. Buck.	1		1
Agriculture and the environment.	3		3
Album of American history; [by] James Truslow Adams, editor in chief [and	12		12
The alchemists, fathers of practical chemistry, by Richard Cummings. Illustrated	0		0
Alfred the Great.	1		1
The alien animals.	1		1
All about African violets; the complete guide to success with Saintpaulias.	3		3
All about the months [by] Maymie R. Krythe.	2		2
All color book of cats.	7		7
All the books and chapters of the Bible; combination of Bible study and daily	10		10
All the parables of the Bible; a study and analysis of the more than 250 parables	5		5

3/24/98

Library •Solution

Titles in Collection: WLSF

Title	ID Number	Prefix	Call Number	Collection
... and now Miguel.	37100000056981		Kru	WLSF
And one for all /	37100000061445		Nel	WLSF
And the other, gold /	37100000279179		Woj	WLSF
And then there were none /	37100000290762		Chr	WLSF
And this is Laura /	37100000021274		Con	WLSF
And what of you, Josephine Charlotte?	37100000072061		Wit	WLSF
Angel /	37100000024211		Dun	WLSF
Angel dust blues /	37100000068754		Str	WLSF
Angels & other strangers :	37100000097696		Pat	WLSF
The animal family.	37100000055454		Jar	WLSF
Animal farm;	37100000063680		Orw	WLSF
The animal, the vegetable, and John D Jones /	37100000018528		Bya	WLSF
Ann of the Wild Rose Inn /	37100000273206		Arm	WLSF
Anna and the King of Siam	37100000057120		Lan	WLSF
Anna to the infinite power /	37100000013586		Ame	WLSF
Anne Frank's Tales from the secret annex /	37100000050620		Fra	WLSF
Anne of Avonlea /	37100000060769		Mon	WLSF
Anne of Avonlea /	37100000060777		Mon	WLSF
Anne of Avonlea,	37100000060744		Mon	WLSF
Anne of Avonlea,	37100000060751			WLSF
Anne of Green gables /	37100000097688		Mon	WLSF
Anne of Green Gables /	37100000097670		Mon	WLSF
Anne of Green Gables /	37100000060793		Mon	WLSF
Anne of Green Gables /	37100000060785		Mon	WLSF
Anne of Ingleside,	37100000060801		Mon	WLSF
Anne of the island /	37100000060827		Mon	WLSF
Anne of the island /	37100000060819			WLSF
Anne of the island /	37100000060835			WLSF
Anne of Windy Poplars /	37100000060850		Mon	WLSF
Anne of Windy Poplars.	37100000060843		Mon	WLSF
Anne's house of dreams /	37100000060868		Mon	WLSF
Annerton Pit /	37100000022900		Dic	WLSF
Annie's promise /	37100000029228		Lev	WLSF
Anno's alphabet;	37100000013701		Ann	WLSF
Anno's animals /	37100000013719		Ann	WLSF
Anno's counting house /	37100000013727		Ann	WLSF
Another way to dance /	37100000292461		Sou	WLSF
Answer me, answer me /	37100000018114		Bro	WLSF
Answer my prayer /	37100000278528		Hit	WLSF
The anti-muffins /	37100000057666		L'En	WLSF
Anywhere else but here /	37100000020904		Cle	WLSF
Apple is my sign /	37100000065420		Ris	WLSF
The apple stone.	37100000051719		Gra	WLSF
Appointment with death /	37100000019542		Chr	WLSF
The apprentices /	37100000050885		Gar	WLSF
April morning.	37100000024963		Fas	WLSF
April morning,	37100000024971		Fas	WLSF
April morning,	37100000050000			WLSF
April spell /	37100000054317		Hop	WLSF
Archer's goon /	37100000055611		Jon	WLSF

8/9/99

Sociology

Titles in Collection: DANF Beginning Call # 300.000 Ending Call # 380.99

Title	Pub. Date	Prefix	Call Number	Number of Copies
Brief against death.	1968		364.1523 SMITH	
Broken earth :	1983		306.0951 MOSHER	2
Brotherhood of murder /	1988		322.4 MARTINEZ	1
The burden of Brown :	1984		344.73 WOLTERS	1
Buried secrets /	1991		364.1 HUMES	1
Business, government, and the public /	1977		322.3 WEIDENBAUM	1
The businessman's guide to Washington	1964		353.04 RUDER	1
By the sweat of their brow :	1984		331.4 JOHN	1
Calculated risk :	1986		332.6322 SHARP	1
Campus life :	1987		378.198 HOROWITZ	1
Canada in transition /	1977		320.971 CANADA	1
Capitalism and freedom.	1962		330.15 FRIEDMAN	1
A Cartoon history of United States foreign policy since	1967		327.73 CARTOON	1
Caught in the crossfire :	1991		363.46 HERTZ	1
Century of discovery :	1982		338.76 CENTURY	1
Challenge and rejection:	1967		327.73 PRATT	1
A changing image :	1982		327.73 CURTISS	1
Charmer :	1994		364.1 OLSEN	1
Checks unbalanced :	1986		336.39 LEONARD	1
Chief counsel :	1976		364.1 DASH	1
Child abuse /	1989		362.7 CHECK	1
Child sexual abuse :	1990		362.7 BAGLEY	
Child welfare services /	1980		362.7 KADUSHIN	1
Childhood and society.	1964		301.431 ERIKSON	1
Children having children :	1988		362.796 CHILDREN	1
Children of crisis.	1967		309.173 COLES	2
Children teach children;	1971		371.3 GARTNER	1
Children without childhood /	1983		305.23 WINN	1
Children's minds /	1979		370.19 DONALDSON	1
The chronological history of the Negro in America,	1969		301.451 BERGMAN	1
Cigarette country;	1971		338.476 WAGNER	1
The city moves West;	1969		301.36 MARTIN	1
Civil rights.	1964		323.4 McCLELLAN	1
Civil service typing tests :	1985		351.3 CIVIL	3
Civil War collector's encyclopedia /	1965		355.8 LORD	1
CLEP, College-Level Examination Program :	1982		371.26 CLEP	1
Coinage guide to collecting and investing in coins /	1987		332.63 IRWIN	1
The Collapse of communism /	1990		335.43 COLLAPSE	1
College Sports Inc. :	1990		338.4 SPERBER	1
College :	1987		378.73 BOYER	1
Colonists for sale :	1975		301.449 ALDERMAN	1
Commercialization of the oceans /	1987		333.91 SEDGE	1
Commodity speculation for beginners :	1980		332.678 HUFF	
Community technology /	1979		309.2 HESS	1
The compact history of the American Red Cross.	1959		361.506 HURD	1
The complete book of bonds :	1981		332.6323 HOLT	1
Complete college financing guide /	1992		378.3 DENNIS	1
Complete fund-earning guide;	1967		361.73 PRITCHARD	1

3/24/98

Library •Solution
Titles with no items

Control Number	Title	Date Added to System
91649796	Ecological applications : a publication of the Ecological Society of America.	11/4/97
91650927	The future of children / Center for the Future of Children, the David and Lucile Packard Foundation.	11/4/97
91656571	Apple Library Users Group newsletter.	11/4/97
91658617	Waves in random media : an Institute of Physics journal.	11/4/97
91659137	Protein expression and purification.	11/4/97
92000507	Ethiopia, a country study / edited by Thomas P. Ofcansky and LaVerle Berry.	11/4/97
92002780	General relativity, astrophysics, and cosmology / A.K. Raychaudhuri, S. Banerji, A. Banerjee.	11/25/97
92013575	Emily and Alice / written by Joyce Champion ; illustrated by Su?cie Stevenson.	12/4/97
92017744	Applied statistics for public administration / Kenneth J. Meier, Jeffrey L. Brudney.	11/4/97
92024067	The Center, bulge, and disk of the Milky Way / edited by Leo Blitz.	11/25/97
92025884	Governing, leading, and managing nonprofit organizations : new insights from research and practice / Dennis R. Young, Robert M. Hollister, Virginia A. Hodgkinson, and associates ; foreword by Frances Hesselbein.	11/4/97
92032051	Making it in advertising : an insider's guide to career opportunities / Leonard Mogel.	11/4/97
92052868	Cosmic wormholes : the search for interstellar shortcuts / Paul Halpern.	11/25/97
92054364	Managing older workers : overcoming myths and stereotypes / Gordon F. Shea.	11/4/97
92054767	Dawn land : a novel / by Joseph Bruchac.	3/9/98
92063085	Handbook for business writing / L. Sue Baugh, Maridell Fryar, David Thomas.	11/4/97
92071551	The Greening of American business : making bottom-line sense of environmental responsibility / editor, Thomas F.P. Sullivan.	11/4/97
92075489	Personal financial fitness : a practical guide to improve the health of your wealth / Allen Klosowski.	11/4/97
92075714	Supervising employees with disabilities : beyond ADA compliance / Mary B. Dickson.	11/4/97
92081148	Ready, aim, hire! : how to master the hiring process : an anthology by 12 of the nation's top experts / illustrated by John Louthan ; edited by Miles B. Canning ; [written by] Robert W. Cormack ... [et al.].	11/4/97
92081898	And forgive us our debts ... : a guide to ending financial stress in your life--permanently! / by George B. Moore.	11/4/97
92090892	How to do your prudent entrepreneurial planning : from idea to your first billion-dollar sales / Eric G. Malmlow.	11/4/97

Titles/Items in a Control Number Range

From: otf00000000 To: otf99999999

Control number	Title	ID Number	Prefix		Call Number
otf00023659	Alaska Geo. Vol. 24 No. 4	39488100366477	PER	PER	
otf00023661	Building Blocks 4/98	39488100366535	PER	PER	
otf00023663	Business NC 4/98	39488100366592	PER	PER	
otf00023664	Bus. Wk 3/30/98	39488100366659	PER	PER	
otf00023665	Consumers' Research 2/98	39488100366360	PER	PER	
otf00023666	Econ. 3/21-27/98	39488100366428	PER	PER	
otf00023667	F. Handyman 3/98	39488100366485	PER	PER	
otf00023668	LT Reader's Digest 3/98	39488100366543	PER	PER	
otf00023669	Life 4/98	39488100366600	PER	PER	
otf00023670	Motor Trend 4/98	39488100366667	PER	PER	
otf00023671	National Geographic 3/98	39488100366378	PER	PER	
otf00023672	N.E.J. of Med. 3/26/98	39488100366436	PER	PER	
otf00023673	N Y T Bk Review 3/22/98	39488100366493	PER	PER	
otf00023674	N Y T Mag. 3/22/98	39488100366550	PER	PER	
otf00023675	Newsweek 3/30/98	39488100366618	PER	PER	
otf00023676	People 3/30/98	39488100366675	PER	PER	
otf00023677	Science 3/20/98	39488100366386	PER	PER	
otf00023678	S. N. 3/21/98	39488100366444	PER	PER	
otf00023679	Smithsonian 3/98	39488100366501	PER	PER	
otf00023680	Time 3/30/98	39488100366568	PER	PER	
otf00023681	US News 3/30/98	39488100366626	PER	PER	
otf00043662	Atlantic Monthly 3/98	39488100366683	PER	PER	
otf00043663	Ebony 3/98	39488100367061	PER	PER	
otf00043664	N. Yorker 3/23/98	39488100367079	PER	PER	
otf00043665	North Carolina 3/98	39488100367137	PER	PER	
otf00043666	Odyssey 3/98	39488100367194	PER	PER	
otf00043667	S. Cultures W/97	39488100367251	PER	PER	
otf00043668	Sp. II. 3/30/98	39488100367319	PER	PER	

6. Training

Training The vendor must provide a detailed plan for training FCPL authorized staff. This plan must include the following:

A description of the training in all system functions for each of the functional modules
Specify what training is included with the system purchase and what training would be available at additional cost
Specify what training is on site and what training is off site
Specify the type of training (demonstration, hands-on, etc.) that will be used.
Specify the training/experience of the vendor's staff who will be providing the training.
Provide names, training experience, job titles, and number of years as a trainer with your company.
Provide a general training calendar relative to system implementation and specify the number of contact hours of training that will be provided for each system component.

The vendor must also state in detail what training would be available for major system revisions. In describing the training the vendor must clearly state what training is included with the system purchase and what training is available at an additional cost.

TRAINING

All TLC instructors are members of our Technical Support Department. Each instructor is a fully trained Support Technician who has received professional instruction on effective training. As active Support Technicians, each instructor is fully knowledgeable of all Library•**Solution** functions. Most instructors are pursuing professional certifications for A+ Certification, Microsoft MCSE, and Oracle DBA. TLC's Senior Trainer, Shannon Sell, will most likely be sent to FCPL to conduct training. He has been a trainer with the library Corporation for 3 years.

The Library Corporation provides basic training in all functioning subsystems for the independent operation of the system, including regular maintenance and troubleshooting. TLC will provide user's training for personnel who will manage the system. Library•**Solution** does not require special technicians for its daily operations and maintenance. The Library will not need to hire additional staff to maintain the system.

A working knowledge of the Windows operating system and using a mouse will assist in making the effects of the formal training more in-depth and longer lasting.

Training needs to take place at the library, and the training session would be most effective if it took place when the library is closed to the public. If closure is not possible, the training should take place in a room away from the patrons. This room should be capable of holding up to 10 persons and contain at least three Library•**Solution** computers with all software modules installed. It is preferable that staff not be disturbed during the training session.

Training is also available at TLC's corporate headquarters in Inwood, West Virginia. We recommend that the initial training be conducted at your main location so that your staff is trained on your actual system. Additional training, such as training of new staff or annual "refresher" training, can be conducted at TLC at no cost to the library for the training. Library•**Solution** training is conducted at several levels. These levels are based upon the needs of the library personnel being trained and usually consist of

1. supervisory personnel,
2. cataloging staff, and
3. circulation and support staff.

A basic familiarity with Microsoft windows operation is assumed and only those Windows functions necessary for operating Library•**Solution** will be covered in the training program.

Training for supervisory personnel includes:

1. System overview - especially coded information and system configuration options.
2. Discussion of holdings field structure – as implemented prior to installation.
3. Reports and notices.
4. Security provisions.

Training for cataloging staff Includes:

1. Copy cataloging procedures - including creating and using macros.
2. Original cataloging – including use of templates.
3. Printing options.
4. Authority control features of Library•**Solution.**

Training for circulation and support staff includes:

1. All circulation operations - checkout, checking renewal, place holds, working with fines and fees, adding/editing of patron information, on-the-fly title/item entry, working with messages generated by the system which require staff action.
2. Use of the PAC module – including configuration options.

Complete system and applications documentation will be available at the time the system is installed. Software documentation will be available in both hard copy and electronic format.

An outline of the areas discussed is presented below.

I. Circulation Functions
   A. Starting Circulation
   B. Checking Items In and Out
   C. Adding and Editing Patron Records
   D. Changing (Overriding) a Due Date
   E. Adding an Item/Title Record On-the-Fly

F. Renewing an Item
G. Recalling an Item
H. Calculating Fines
I. Paying Fines and Other Charges
J. Placing and Deleting Holds and Reserves
K. Handling Inquiries About Items/Titles and Patrons
L. Reviewing Branch Information
M. Reviewing Holdings Code Information, including Adding New Holdings Codes

II. Using the Public Access Catalog
A. Reviewing the General Search Process
B. Limiting Your Search
C. Performing Subject/Title/Author Searches
D. Conducting Boolean Searches
E. Creating a Bibliography

III. Cataloging
A. Starting Cataloging
B. Selecting Different Types of Searches, including Z39.50
C. Selecting Databases and Search Order
D. Copy Cataloging
E. Original Cataloging
F. Basic Editing Techniques, including using Macros
G. Saving Records
H. Card/Label Configuration and Printing

IV. Circulation Reports
A. Generating, Creating, and Printing Overdue Notices
B. Creating/Printing Other Circulation Reports

V. Using Library•**Acquire** (Acquisitions module)
A. Creating Fund Accounts
B. Adding new Vendors/Accounts
C. Creating Purchase Orders
D. Searching titles
E. Placing Orders
F. Paying invoices
G. Adding MARC records to the library catalog

VI. Using Library•**Serial** (Serials Control module)
A. Adding, editing, and deleting serial records
B. Viewing the Transactions Menu
C. Returns
D. Printing labels

Prior to initial training, TLC will coordinate training with the Library to include training activities that are specific to FCPL.

Note: Training for the Acquisitions and Serials Control modules will be provided if the software modules are purchased. Two days are required for Acquisitions training, the cost of which will be $2,000. One additional day of training is required for serials training, the cost of which will be $1,000.

7. References

References Vendor must submit a reference list of 50 libraries that have a minimum database size of 100,000 titles and currently installed and operating with the proposed system. Public libraries must be clearly identified as public libraries. Reference must include library name and address, name and address of contact person and the size of the system installed (e.g. the number of bibliographic records, the number of patron records).

The vendor must also submit the names of five references. These references must be library systems, preferably public libraries that are currently using the proposed system. The name of the library, name of a contact person, phone number, email address, date the system was installed, and size of the library's database at the time of installation.

A complete Library•**Solution** client list is presented at the end of this section. Five references for public libraries similar in size to FCPL are presented below. TLC urges FCPL to call any of our clients on the client list.

- Butler County Federated Library System, PA
  Sheila Brown (724) 283-1880
  Install Date: 10/24/00
  Titles: 178,400

- Butte County Library, CA
  Nancy Brower (530) 538-7196
  Install Date: 11/1/99
  Titles: 158,896

- Neuse Regional Library System, NC
  Agnes Ho (252) 527-7066
  Install Date: 12/6/99
  Titles: 148,671

- Sandhill Regional Library System, NC
  Carol Walters (910) 997-3388
  Install Date: 4/19/99
  Titles: 266,235

- Sequoyah Regional Library System, GA
  Joan H. Adam (770) 479-3090
  Install Date: 8/5/96
  Titles: 127,985

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Library•Solution

Client List

The Library Corporation

Research Park

Inwood, WV 25428-9733

TEL: 304.229.0100

FAX: 304.229.0295

TOLL FREE: 800.325.7759

E-MAIL: info@TLCdelivers.com

WEB: www.TLCdelivers.com

Library•Solution International Client List

BRUNEI DARUSSALAM

Dewan Bahasa Dan Pustaka Library

CANADA

Loyola High School

Parkland Regional Library

Waterloo Catholic Dist Sch Brd Resrc Ctr

Yukon Libraries & Archives

GERMANY

University of Maryland Library

MALAWI

University of Malawi Libraries

MALAYSIA

MIMOS Berhad

PHILIPPINES

AIIAS University

Alaminos Municipal Library

Albay Provincial Library & Information Center

Antique Provincial Library

ARMM Regional Library

Bacolod City Library

Baguio City Library

Batangas Provincial Library

Benguet Provincial Library

Bohol Provincial Library & Information Center

Bulacan Provincial Library

Butuan City Library

Cadiz City Library

Cagayan de Oro City Library

Cagayan Provincial Library

Cainta Municipal Library

Calasiao Municipal Library

Carigara Municipal Library & Information Center

Cavite City Library & Museum

Cavite Provincial Library

Cebu City Library

Cotabato Provincial Library

Dagupan City Library

Davao City Library

Digos City Library

Fantos City Library

Iligan City Library

Ilocos Sur Provincial Library

Iriga City Library

Irosin Municipal Library

Isabela Provincial Library & Museum

Laguna Provincial Library

Lapu-Lapu City Library

Las Pinas City Library

Leyte Provincial Library

Lipa City Library

Lucena City Library

Makati City Library

Marikina City Library

Misamis Occidental Provincial Library

Misamis Oriental Provincial Library & Information Cente

Naga City Library

National Library of the Philippines

Negros Occidental Provincial Lib

Nueva Ecija Provincial Library

Oriental Mindoro Provincial Library

Oroquieta City Library

Pagadian City Library

Pampanga Provincial Library

Pangasinan Provincial Library

Paranaque City Library

Pasig City Library

Philippine Long Distance Telephone

Puerto Princesa City Library

Quezon City Library

Quezon Provincial Library

Rizal Provincial Library

Samar Provincial Library

San Fabian Municipal Library

San Jose City Library

Silay City Library

Sorsogon Provincial Library & Information Center

Tagaytay City Library

Toledo City Library & Information Center

Trinidad Municipal Library

University of San Jose-Recoletos (USJ-R) Bldg

University of St La Salle, Bacolod

Zamboanga del Norte Provincial

Zamboanga del Norte Provincial Library

Zamboanga del Sur Provinvial Library

PUERTO RICO

Ponce School of Medicine

SINGAPORE

Marine Fisheries Research Dept

Ministry for the Enviorment

Ministry of Home Affairs

MOH,Ministry of Health Library

National Cancer Centre Library

Singapore Police Force

Tan Tock Seng Hospital

WEST INDIES

Library Division Trinidad & Tobago

Library•Solution USA Client List

AL

Andalusia Public Library
Baldwin County Library System
Enterprise Public Library
H. Grady Bradshaw Chambers County Library
University of Mobile

AR

Arkansas State University - Beebe
Barton Library
Baxter County Library
Bentonville Public Library
Boone County Library
Crawford County Library System
East Arkansas Community College
John Brown University
North Arkansas College Library

AZ

Page Public Library

CA

Alpine County Library
Beaumont Library District
Butte County Library
Copper Mountain Community College
Del Norte County Library
Feather River College Library
Lassen Community College District
Moss Landing Marine Labs
Oxnard College Library
Pacific Union College
Plumas County Library
San Bernardino Public Library
Santa Barbara Botanic Garden Library
Siskiyou County Public Library
Susanville District Library
Tehama County Library
Ventura College Library
Willows Public Library

CO

Aims Community College Library
Estes Park Public Library
Teikyo Loretto Heights University
Windsor-Severance Library District

CT

Choate Rosemary Hall
Hopkins School Library
Kent School
Pomfret School
Stonington Free Library
Wadsworth Atheneum Museum of Art

DC

Federal Bureau of Prisons Library
General Services Administration Library
Navy Department Library
Southeastern University Library
US Army Center of Military History
US Department of State Library
US Department of State
US Senate Library
Washington Theological Union Library

DE

St. Andrews School

FL

Bay County Public Library
Bethune-Cookman College
Fort Myers Beach Public Library
Gadsden County Public Library
Hendry County Library System
International College
Putnam County Library System
School Board of Broward County

GA

Albany Technical College Library
Altahama Technical Institute
American InterContinental University
Atlanta Technical Institute
Augusta Technical College
Central Georgia Technical College
Children's Healthcare of Atlanta

Columbus Technical College Library
Coosa Valley Technical College
DeKalb Technical Institute
Flint River Technical College
Griffin Technical College Library
Gwinnett Technical College Media Center
Hillside United Methodist Church
Lanier Technical Institute
Middle Georgia Technical Institute
Moultrie Area Technical Institute
Northwestern Technical College Library
Ogeechee Technical Institute
Okefenokee Technical Institute
Savannah Technical College
Sequoyah Regional Library System
South Georgia Technical College
Southwest Georgia Technical College
Swainsboro Technical Institute
Truett-McConnell College
Valdosta Technical College

HI

Hawaii Pacific University

IA

ACT Library
Clear Lake Public Library
Dubuque County Library
Indian Hills Community College Library
Mercy College of Health Science
Robert W. Barlow Memorial Library
Spencer Public Library

ID

East Bonner Co. Free Lib. District
Hewlett-Packard Company
West Bonner Library District

IL

Antioch Public Library District
Bridgeview Public Library
Byron Public Library District
Dixon Public Library
Freeport Public Library
Lena-Winslow Community Unit School District # 202
MacMurray College
North Chicago Public Library
Parkland College Library
Rock Falls Public Library District
Rock Falls Township High School Library
Roselle Public Library
Sauk Valley Community College
Sterling Public Library

IN

Butler Public Library
Garrett Public Library
Jasper County Public Library
Mid-America Reformed Seminary Library
Middlebury Community Library
Morgan County Public Library
North Madison Co. Public Library
West Lafayette Public Library

KS

Highland Community College Library
Via Christi Regional Medical Ctr

KY

Allen County Public Library
Barr Memorial Library
Bluegrass North Automation Consortia
Book Wholesalers. Inc.
Bullitt County Public Library
Hancock County Public Library
Nelson County Public Library
Pike County Public Library District
Rowan County Public Library
Sullivan University
Trimble County Public Library

LA

Acadia Parish Library
Ascension Parish Library
Assumption Parish Library
Audubon Regional Library
East Carroll Parish Library
Iberville Parish Library
Lafourche Parish Public Library
Louisiana College
Sabine Parish Library
St. Martin Parish Library System
Tangipahoa Parish Library
Terrebonne Parish Library

Terrebonne Parish School Board
West Carroll Parish Library

MA

Abington High School
Belmont Hill School
Cambridge Public Schools
Cushing Academy
Dana Hall School
Dibner Institute-Burndy Library
Fay School Library
Groton Public Library
Groton-Dunstable School District
Middlesex School
Museum of Our National Heritage
Noble & Greenough School Library
Shady Hill School
Shore Country Day School
Thoreau Institute
Winsor School Library

MD

Baltimore Hebrew University
Defense Information School
Garrett County Public Library
Howard County Public Schools
Isaac Franck Jewish Public Library
Montgomery Co. Public Schools
Notre Dame Prep School
St. Mary's Seminary & University
US Bureau of Alcohol, Tobacco & Firearms
US Department of Energy

ME

Maine Office of Substance Abuse

MI

Chippewa River District Library System
Comstock Township Library

MO

Albany Carnegie Public Library
Barry-Lawrence Regional Library
Boonslick Regional Library
Douglas County Library
Jackson Public Library
Mexico-Audrain County Public Library
Mississippi County Library District
Mountain View Public Library
Ozark Christian College
Poplar Bluff Public Library
Ray County Library
Riverside Regional Library
Rolla Free Public Library
Salem Public Library
St. Clair County Library
St. Louis Police Library
Webb City Public Library
Whiteman Air Force Base Library

MS

Lee-Itawamba Library System
Rust College

NC

Avery-Mitchell-Yancey Regional Library
BHM Regional Library
Bladen County Public Library
Braswell Memorial Library
Brown Library
Catawba County Library System
Central North Carolina Regional Library
CMC Consortium
Duplin County Library
East Albemarle Regional Library
John Wesley College Library
Louisburg College
Madison County Public Library
Neuse Regional Library System
Pender County Library
Pettigrew Regional Library
Reformed Theological Seminary
Sandhill Regional Library System
Scotland County Memorial Library
Sheppard Memorial Library
Southern Pines Public Library
Transylvania County Library
Union County Public Library
US Army JFK Special Warfare Center

ND

Fort Berthold Community College Library

NE

- Joslyn Art Museum
- Little Priest Tribal College

NH

- Kimball Public Library
- Laconia Public Library
- Lane Memorial Library
- New Hampshire Community Technical College
- New Hampshire Hospital
- Rye Public Library
- Seabrook Library
- Thomas More College of Liberal Arts

NJ

- Berkeley College
- Clark Public Library
- Garwood Free Public Library
- New Brunswick Theological Seminary
- New Providence Memorial Library
- South Orange Public Library

NM

- Albuquerque Technical Vocational Institute
- Belen Public Library
- Los Lunas Public Library
- Luna Community College
- Ruidoso Public Library

NY

- Briarcliffe College
- Hilbert College
- Medaille College Library

OH

- Briggs-Lawrence Co. Pub. Library
- Carnegie Public Library
- Columbiana Public Library
- Garnet A Wilson Public Library of Pike County
- Girard Free Library
- Grafton - Midview Public Library
- Hubbard Public Library
- Kinsman Free Public Library
- Lake Erie College
- Lima Public Library
- McKinley Memorial Library
- Mechanicsburg Public Library
- Morley Library
- Muskingum County Library System
- Portsmouth Public Library
- St. Paris Public Library
- Walsh University Library
- Worch Memorial Public Library

OK

- Hillsdale Free Will Baptist College Library
- Murray State College Library
- Redlands Community College
- Will Rogers Library

PA

- Baptist Bible College
- Butler County Federated Library System
- Calvary Baptist Theological Seminary Library
- Dimmick Memorial Library
- Eastern Baptist Theological Seminary
- Genealogical Society of Pennsylvania
- Greensburg Hempfield Area Library
- Grove City College - Buhl Library
- Lancaster Theological Seminary
- Lansdale Public Library
- Lutheran Theological Seminary
- Lycoming College
- McCord Memorial Library
- Mifflin County Library
- Northampton Area Public Library
- Public Library for Union County
- Reformed Presbyterian Theological Sem Library
- Shaw Public Library
- Southern Lehigh Public Library
- Trinity Episcopal School for Ministry Library
- Wayne County Public Library
- Whitehall Township Public Library

RI

- New England Institute of Technology

SC

- Allendale-Hampton-Jasper Regional Library
- Anderson College
- Calhoun County Public Library
- Chesterfield County Library System
- Harvin Clarendon County Library
- Lancaster County Library

Laurens County Library System
Lee County Public Library
McCormick County Library
Oconee County Library
US Army Chaplain Center
Williamsburg County Library- Kingstree

TN

Emmanuel School of Religion
Glass Memorial Library
Lifeway Christian Resources
Oak Ridge Associated Universities Library
Walters State Community College

TX

Barr Consortium
Lon Morris College
Marshall Public Library
Rockwall County Library
Rusk County Library
Southwestern Adventist University
Sulphur Springs Public Library
Wharton County Library

UT

Summit County Library

VA

Bedford Public Library System
Blue Ridge Regional Library
Campbell County Public Library
Caroline Library, Inc.
Charlotte County Library
Chesterfield County Public Schools
Chrysler Museum of Art
Culpeper County Library
Danville Public Library
Ferrum College
Fort Monroe Technical Library
Gloucester Library
Handley Regional Library
J. Robert Jamerson Memorial Library
L.E. Smoot Memorial Library
Lancaster Community Library
Langley Air Force Base Library
Lord Fairfax Community College
Meherrin Regional Library
Middlesex County Public Library
National Genealogical Society
Naval Air Station Oceana Station Library
Nottoway County Library
Orange County Library
Pittsylvania County Public Library
Powhatan County Public Library
Radford Public Library
Russell County Public Library
Shenandoah County Library
US Department of State FSI Library
Virginia Wesleyan College
Walter C. Rawls Regional Library

VT

Bennington College
Bennington Free Library
Cobleigh Public Library
Waterbury Village Public Library

WA

Pend Oreille County Library

WI

Gundersen Lutheran
Matheson Memorial Library
Vaughn Public Library
Waterford Public Library

WV

South Charleston Public Library

Library•Solution Client List

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
School Board of Broward County Fort Lauderdale FL Barbara Correll 954.765.6154	214	4000		Core	443000	2700000	10/18/99
Chesterfield County Public Schools Richmond VA David Rankin 804.279.1946	58	769		Core Library•Acquire Library•Z Library•Bookings	400000		8/13/01
Lima Public Library Lima OH Scott Shafer 419.228.5113	6	140		Core Library•Acquire Library•Serial Library•Z	270000		
Montgomery Co. Public Schools Rockville MD Maria Mondell 301.279.3122	181	191		Core	269029	1510608	7/21/98
Baldwin County Library System Robertsdale AL Bonnie Lee Gray 334.947.7632	6	77		Core Library•Z	257000		8/6/01
US Department of State Library Washington DC Steve Lauderdale 202.261.8407	1	24		Core	209546	188607	9/13/99
Howard County Public Schools Ellicott City MD Judy Litz 410.313.7036	19	88		Core	187613	772587	8/10/98
Butler County Federated Library System Butler PA Sheila Brown 724.283.1880	8	62		Core	178400	276159	10/24/00
East Albemarle Regional Library Elizabeth City NC Liz Hamilton 252.335.2511	6	98		Core Library•Serial	167501	183191	3/30/98
Catawba County Library System Newton NC Karen Foss 828.464.2421	6	165		Core Library•Z Library•Serial Library•Bookings	167415		7/30/01

NA = Information not available at this time

Core = Circ, PAC, Cat Acquire = Acquisitions

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Butte County Library Oroville CA Nancy Brower 530.538.7196	4	73		Core Library•Z	158896	288442	11/1/99
Sandhill Regional Library System Rockingham NC Carol Walters 910.997.3388	15	88		Core	158251	266235	4/19/99
Bluegrass North Automation Consortia Frankfort KY Rita Douthitt 502.223.1658	3	137		Core Library•Serial	157643	247131	4/23/01
Book Wholesalers. Inc. Lexington KY Marie Robertson 606.231.9789	1	25		Core	155075		10/2/00
Reformed Theological Seminary Charlotte NC Kenneth McMullen 704.366.5066	3	20		Core Library•Acquire Library•Serial	150000		
Neuse Regional Library System Kinston NC Agnes Ho 252.527.7066	8	83		Core Library•Serial Library•Z	148671	251000	12/6/99
Muskingum County Library System Zanesville OH Sondra Plymire 740.453.0391	6	79		Core	148000	323000	1/8/01
San Bernardino Public Library San Bernardino CA Mike Clark 909.381.8215	4	94		Core Library•Z	135600	239000	8/7/00
Portsmouth Public Library Portsmouth OH Beverly Cain 740.354.5724	6	104		Core	133659	231603	7/12/99
Blue Ridge Regional Library Martinsville VA Ellen Bell 540.632.7125	6	97		Core Library•Acquire Library•Z	131175	239000	8/30/99
Sheppard Memorial Library Greenville NC Willie E. Nelms 252.329.4585	3	24		Core	130451	185337	2/15/99

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Ascension Parish Library Gonzales LA Angelle Deshautelles 225.647.8924	4	115		Core	129873	260655	9/8/97
Central North Carolina Regional Library Burlington NC Margaret Blanchard 336.229.3588	7	98		Core Library•Z Site•Solution Library•Acquire Library•Serial	129000		8/27/01
Sequoyah Regional Library System Canton GA Joan H. Adam 770.479.3090	8	73		Core Library•Serial Library•Acquire	127985	262706	8/5/96
Walter C. Rawls Regional Library Courtland VA Pat Ward 757.653.2821	9	117		Core	126344	213682	11/29/99
Medaille College Library Buffalo NY Iona Middleton 716.884.3281	1	5		Core Library•Z	124159	146324	9/21/98
Terrebonne Parish Library Houma LA Mary Cosper LeBoeuf 504.876.5861	9	86		Core Library•Acquire Library•Serial Library•Z	123332	207530	2/14/00
Teikyo Loretto Heights University Denver CO Margaret Stone 303.937.4249	1	6	200	Core Library•Z Library•Serial	120000		8/28/01
Lycoming College Williamsport PA Sue Beidler 570.321.4084	1	24	500	Core Library•Acquire Library•Serial Library•Z	119064	139598	5/17/99
Pacific Union College Angwin CA Joel Lutes 707.965.6674	1	18		Core Library•Acquire Library•Serial	118249	117206	7/15/97
Lee-Itawamba Library System Tupelo MS Louann MacDonald 662.841.9029	3	17		Core Library•Acquire Library•Serial Library•Z	118000		
CMC Consortium Spindale NC Martha Schatz 828.287.6117	7	64		Core Library•Z	116551	160126	12/6/99

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Union County Public Library Monroe NC Dave Eden 704.283.8184	4	61		Core Library•Z	113877	190207	2/7/00
Grove City College - Buhl Library Grove City PA Barbara Munnell 724.458.2148	1	23		Core	113227	144910	6/7/99
Parkland College Library Champaign IL Anna Marie Watkin 217.351.2365	19	28		Core	111341	124493	10/5/99
Freeport Public Library Freeport IL Frank Novak 815.233.3000	1	15		Core	109025	126220	8/1/00
Bedford Public Library System Bedford VA Donna Pletcher 540.586.8911	6	88		Core Library•Acquire	108186	192937	8/31/98
Terrebonne Parish School Board Houma LA Grace Whitfield 504.876.7400	22	40		Core	107694	192230	9/11/00
St. Martin Parish Library System St. Martinville LA Jeane Essmeir 337.394.2207	7	26		Core Library•Z	106961	71603	2/15/99
Siskiyou County Public Library Yreka CA Pat Harper 530.841.4176	11	73	11	Core Library•Acquire Library•Z	102356	163754	5/21/01
Barr Memorial Library Fort Knox KY Fred Rucker 502.624.5351	2	20		Core	102000		10/25/99
Handley Regional Library Winchester VA Sara Holloway 540.662.9041	3	94		Core Library•Acquire Library•Serial Library•Z	101986	153510	5/29/01
Jasper County Public Library Rensselaer IN Mary K. Martin 219.866.5881	3	78		Core Library•Acquire Library•Serial Library•Z Site•Solution	100120		8/13/01

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Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Bay County Public Library Panama City FL Rebecca Saunders 850.872.7508	7	94		Core Library•Acquire Library•Serial Library•Z	100000	196102	3/16/98
Chippewa River District Library System Mount Pleasant MI Lise Hedin Mitchell 517.773.3242	6	90		Core Library•Acquire Library•Serial Library•Z	99809	150637	11/28/00
Barr Consortium Denison TX Alvin Bailey 903.465.1797	3	48		Core	99575	105788	3/17/97
Walsh University Library North Canton OH Daniel Suvak 330.490.7183	1	6		Core	98563	98736	7/7/99
Campbell County Public Library Rustburg VA C.W. Gillespie 804.332.9560	4	55		Core Library•Acquire Site•Solution	98287	167367	5/17/99
Braswell Memorial Library Rocky Mount NC Martha Turney 252.442.1937	1	28		Core Library•Acquire Library•Serial Library•Z Library•Booking	98088	131289	2/21/00
Lutheran Theological Seminary Gettysburg PA Bonnie Van Delinder 717.334.6286	1	15	63	Core Library•Acquire Library•Serial	96878	110736	7/20/99
Danville Public Library Danville VA Gwen Edwards 804.799.5195	2	36		Core Library•Z Library•Acquire Site•Solution	94295	123943	4/3/01
Lafourche Parish Public Library Thibodaux LA Kathleen Kilgen 985.448.1163	6	67		Core Library•Acquire	92848	167393	2/22/99
Morgan County Public Library Martinsville IN David Ross 765.342.3451	1	19		Core Library•Acquire	91812	117965	8/2/99
Iberville Parish Library Plaquemine LA Dan J. Ball 225.687.2520	8	54		Core Library•Serial Library•Booking	91718	172357	9/20/99

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Lena-Winslow Community Unit School District Lena IL Larry Maedge 815.369.3120	4	9		Core	91000		
Oconee County Library Walhalla SC Martha Bailey 864.638.4133	4	62		Core Library•Z	91000		
Briggs-Lawrence Co. Pub. Library Ironton OH Rick Sturgill 740.532.1124	4	22		Core	90324	136405	10/26/98
Hawaii Pacific University Honolulu HI Randal Kong 808.544.1162	2	20		Core Library•Serial	89612	105765	3/6/00
Lancaster County Library Lancaster SC Richard Band 803.285.1502	2	24		Core	89192	107678	8/3/99
Louisiana College Pineville LA Margaret Davis 318.487.7201	1	8		Core Site•Solution	88873	107135	8/22/00
Morley Library Painesville OH Mary F Burns 440.352.3383	1	55		Core Library•Z	87958	191150	9/11/00
Southwestern Adventist University Keene TX Randall Butler 817.556.4732	1	16		Core Library•Acquire Library•Serial Library•Z	87710	92217	5/4/98
Pike County Public Library District Pikeville KY Leean L. Allen 606.432.9994	5	100		Core Library•Z Site•Solution	87000	160000	6/5/00
Boonslick Regional Library Sedalia MO Linda Allcorn 660.827.7111	4	17		Core Library•Acquire	86982	136539	2/22/99
US Senate Library Washington DC Leona Faust 202.224.5730	1	24		Core Library•Acquire Library•Serial	86629	120775	1/3/00

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Barry-Lawrence Regional Library Monett MO Jean Berg 417.235.6646	11	43		Core Site•Solution	86405	158899	12/6/99
Ferrum College Ferrum VA C. I. Dillon, III 540.365.4426	1	10	1000	Core Library•Serial	85512	94879	6/8/98
West Lafayette Public Library West Layfayette IN E. Nicholas Schenkel 765.743.2261	1	25		Core	85008	132025	6/22/98
Virginia Wesleyan College Norfolk VA Sandra Brooks 757.455.3262	1	17	350	Core	80939	88891	1/3/00
Bennington College Bennington VT Ann Just 802.440.4601	1	5		Core	80461	89746	1/4/99
John Brown University Siloam Springs AR Mary Habermas 501.524.7153	1	6		Core	79934	93339	8/8/00
New Hampshire Community Technical College Stratham NH Rebecca Clerkin 603.772.1194	7	50	500	Core	79173	97225	11/15/99
South Orange Public Library South Orange NJ Elaine Clark 973.762.0230	1	117		Core Library•/z	79000		
Avery-Mitchell-Yancey Regional Library Burnsville NC Theresa Coletta 828.682.4476	5	28		Core Library•Serial	78917	120171	8/9/99
Yukon Libraries & Archives Whitehorse YT Julie Ourom 867.667.5447	2	19		Core	77942	114030	6/22/99
St. Mary's Seminary & University Baltimore MD Katie McGowan 410.864.3623	1	10		Core Library•Acquire Library•Serial	77532	76175	12/14/98

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Baptist Bible College Clarks Summit PA David C. McClain 570.585.9280	2	10	400	Core	77292	98292	6/23/98
Whitehall Township Public Library Whitehall PA Nancy Adams 610.432.4330	2	28		Core	75920	101261	5/24/99
Tangipahoa Parish Library Amite LA Pat Sledge 985.748.7559	8	26		Core	75210	159011	10/19/98
Public Library for Union County Lewisburg PA Kathleen Vellam 570.523.1172	3	23		Core Library•Z	75000		
South Charleston Public Library South Charleston WV Pamela K. Coyle 304.744.6561	1	30		Core	74722	88637	1/17/00
Dixon Public Library Dixon IL Nancy Gillfillan 815.284.7261	1	5		Core	74190	69117	3/22/99
Ray County Library Richmond MO Janice Cox-Proffitt 816.470.3291	1	8		Core Library•Serial Library•Z Site•Solution	73671	89433	4/4/00
Waterloo Catholic Dist Sch Brd Resrc Ctr Waterloo ON Elaine Zink 519.578.3660	55	440		Core Library•Z Bookings	71299	114793	1/4/00
Pettigrew Regional Library Plymouth NC Martha Smith 252.793.2875	5	25		Core	70096	103827	7/19/99
Mexico-Audrain County Public Library Mexico MO Ray Hall 573.581.4939	5	25		Core Library•Z	70063	106186	6/11/01
Riverside Regional Library Jackson MO Nancy Howland 573.243.8141	8	31		Core Library•Acquire	69023	140405	2/1/99

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Transylvania County Library Brevard NC Anna Yount 828.884.3151	1	11		Core	68330	75643	7/19/99
Antioch Public Library District Antioch IL Kathy LaBuda 847.395.0874	1	14		Core	67853	73441	12/1/97
Bullitt County Public Library Shepherdsville KY Randy Matlow 502.543.7675	4	18		Core	66829	97527	3/23/98
Roselle Public Library Roselle IL Lynn Dennis 630.529.1641	1	26		Core Library•Acquire	66738		1/20/98
Carnegie Public Library East Liverpool OH Ted Allison 330.385.2048	1	19		Core	66564	75064	6/13/00
Radford Public Library Radford VA Ann H. Fisher 540.731.3608	1	9		Core	66514	75562	9/27/00
Tehama County Library Red Bluff CA Ray Schroff 530-529.2483	3	45		Core Library•Z	66000		8/21/01
Acadia Parish Library Crowley LA Lyle C. Johnson 337.788.1880	8	15		Core Library•Serial	65784	117935	5/14/01
McKinley Memorial Library Niles OH Jean Wisniewski 330.652.1704	1	20		Core Library•Z	65600	67711	11/28/00
Wayne County Public Library Honesdale PA Molly Rogers 570.253.1220	7	40		Core Library•Z	65000		
Emmanuel School of Religion Johnson City TN Thomas E. Stokes 423.461.1542	1	10		Core Library•Serial	64157	106130	1/17/00

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Laurens County Library System Laurens SC William C. Cooper 864.984.0596	2	22		Core Library•Acquire	63936	93665	7/13/99
Navy Department Library Washington DC Jean Hort 202.433.7836	1	7		Core	63326	88551	10/15/97
Hendry County Library System Clewiston FL John Fraser 941.983.1493	3	33		Core	62547	78821	11/14/00
Lane Memorial Library Hampton NH Catherine Redden 603.926.3368	1	8		Core Library•Serial	62479	79675	12/1/98
Pender County Library Burgaw NC Michael Taylor 910.259.1234	2	21		Core Site•Solution	62148	75573	8/2/99
Sterling Public Library Sterling IL Jennifer Slaney 815.625.1370	3	18		Core	62126	78947	11/6/00
East Bonner Co. Free Lib. District Sandpoint ID Gina Emory 208.263.6930	3	20		Core	62125	71814	4/26/99
Orange County Library Orange VA Katie Hill 540.672.3830	3	22		Core Library•Acquire Site•Solution	61985	90382	10/11/99
Bridgeview Public Library Bridgeview IL Kari Hanson 708.458.2880	1	4		Core	61841	67628	7/15/97
Girard Free Library Girard OH Diane Fritz 330.545.2508	1	11		Core Library•Z	61828	75693	2/13/01
Greensburg Hempfield Area Library Greensburg PA Cesare Muccari 724.837.5620	1	18		Core	61611	73074	3/8/00

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Fort Myers Beach Public Library Fort Myers Beach FL Leroy Hommerding 941.463.9691	1	13		Core	61310	64384	9/22/98
Kinsman Free Public Library Kinsman OH Cheryl Bugnone 330.876.2461	1	13		Core	60996	67396	11/7/00
Washington Theological Union Library Washington DC Richard Biasiotto 202.541.5208	1	10	100	Core Library•Acquire Library•Serial	60891	60896	2/11/98
Bennington Free Library Bennington VT Anita Gauthier 802.442.9051	1	12		Core Library•Z	60000		
New Providence Memorial Library New Providence NJ Ann Oster 908.665.0311	1	20		Core Library•Z	60000		
Hubbard Public Library Hubbard OH Ruth Mizik 330.534.1700	1	18		Core Library•Z	58968	71818	1/22/01
Boone County Library Harrison AR Ted Odegard 870.741.5913	1	9		Core	58682	67555	6/19/00
Comstock Township Library Comstock MI Meg King-Sloan 616.345.0136	1	18		Core Library•Serial	58241	62300	9/30/97
Mifflin County Library Lewiston PA Carol Veitch 717.242.2391	5	18		Core	58216	80832	9/28/98
Glass Memorial Library Knoxville TN Carolyn Lowe 865.251.2276	1	5		Core Library•Acquire	57826	56823	7/1/97
University of Mobile Mobile AL Jeff Calametti 334.675.5990	1	19		Core Site•Solution	57345	92192	5/16/00

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Putnam County Library System Palatka FL Steve Crowley 386.329.0126	1	26		Core Library•Acquire	55019	77115	9/14/98
Allendale-Hampton-Jasper Regional Library Allendale SC Betty Anne Todd 803.584.3513	5	45		Core Library•Z	54983	62647	2/19/01
Lake Erie College Painesville OH Chris Bennett 440.639.7865	1	5	250	Core	54810	55820	9/16/98
Garnet A Wilson Public Library of Pike County Waverly OH Thomas Adkins 740.947.4921	3	24		Core	54523	64619	9/13/99
Meherrin Regional Library Lawrenceville VA Jeann Riedl 804.848.2418	2	26		Core Library•Acquire Library•Serial	54234	78923	5/1/01
Shenandoah County Library Edinburg VA David Steinberg 540.984.8200	6	21		Core	54036	61698	12/7/98
Gadsden County Public Library Quincy FL Jane Mock 850.627.7106	3	12		Core	53835	91320	9/8/99
BHM Regional Library Washington NC Barbara Walker 252.946.6401	8	20		Core Library•Z Site•Solution	53717	86422	2/26/01
Cambridge Public Schools Cambridge MA Gillian Bartoo 617.349.6780	15	17		Core	53697	106078	5/3/99
Ventura College Library Ventura CA Sandra Hajas 805.654.6358	1	10		Core Library•Z	53324	64270	6/8/98
Robert W. Barlow Memorial Library Iowa Falls IA Deanne Henry 641.648.2872	1	5		Core	53198	32599	7/31/00

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Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Scotland County Memorial Library Laurinburg NC Robert Busko 910.276.0563	2	12		Core Library•Z	52885	60349	12/27/99
Pittsylvania County Public Library Chatham VA Diane Adkins 804.432.3271	3	17		Core	51438	85882	10/25/99
New Brunswick Theological Seminary New Brunswick NJ Lynn Berg 732.246.5605	1	5		Core	51136	48590	1/25/00
Clark Public Library Clark NJ Margaret Kolaya 732.388.5999	1	11		Core Library•Z	51117	54971	7/19/99
Charlotte County Library Charlotte Court House VA Jim Watkins 804.542.5247	4	17		Core Site•Solution	50740	28576	5/21/01
Laconia Public Library Laconia NH Robert Selig 603.524.4775	1	24		Core Library•Z	50000		
Bethune-Cookman College Daytona Beach FL Bobby Henderson 386.255.1401	1	6		Core	49654	51117	7/30/97
Choate Rosemary Hall Wallingford CT Diane Langlois 203.697.2254	1	14		Core	49489	56385	1/25/99
North Madison Co. Public Library Elwood IN Beverly Austin 765.552.5001	3	13		Core	49415	62660	6/21/99
Wharton County Library Wharton TX Barbara Goodell 979.532.8080	3	14		Core Site•Solution	48991	90162	5/2/00
US Department of Energy Germantown MD Jeanne Perrone 301.903.2855	1	12	5000	Core	48900	82220	6/14/99

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Eastern Baptist Theological Seminary Wynnewood PA Melody Mazuk 610.645.9319	1	7		Core	48684	55216	8/9/99
Arkansas State University - Beebe Beebe AR Carolyn Powers 501.882.6452	1	14		Core Library•Acquire Library•Serial	48512	52867	11/30/98
Estes Park Public Library Estes Park CO Ed Volz 970.586.8116	1	20		Core Library•Z	48000		
L.E. Smoot Memorial Library King George VA Rita Schepmoes 540.775.7951	1	5		Core	47789	50831	11/15/99
Plumas County Library Quincy CA Jeannette Legg 530.283.6310	4	12		Core Library•Z	47557	55971	5/2/00
Lord Fairfax Community College Middletown VA William Harrison 540.868.1120	3	22		Core	47498	50214	12/18/97
Rusk County Library Henderson TX Pam Tipkin 903.657.8557	4	28		Core Library•Acquire Site•Solution	47288	64150	9/28/98
Groton Public Library Groton MA Owen Smith Shuman 978.448.8000	1	20		Core Library•Z	47129	52285	8/21/00
Sabine Parish Library Many LA Rebecca Morris 318.256.4150	8	20		Core	46693	70272	12/27/99
Grafton - Midview Public Library Grafton OH Mary Crehore 440.926.3317	1	12		Core	46537	50993	11/24/97
Crawford County Library System Van Buren AR Eva White 501.471.3226	5	18		Core	46357	63833	12/27/99

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Rust College Holly Springs MS Anita Moore 662.252.4661	1	8		Core	45693	49743	8/17/98
Northampton Area Public Library Northampton PA Mary Beller 610.262.7537	1	15		Core	45489	51721	6/1/99
Rolla Free Public Library Rolla MO Cheryl A. Goltz 573.364.2604	1	7		Core Library•Z	45000		
Willows Public Library Willows CA Denise Asbury 530.934.5156	2	6		Core Library•Z	45000		10/27/99
Ozark Christian College Joplin MO William Abernathy 417.624.2518	1	10		Core Library•Z	44924	58925	12/19/00
Page Public Library Page AZ Judy Hart 520.645.4272	1	16		Core	44585	46691	12/7/98
H. Grady Bradshaw Chambers County Library Valley AL Jodi Upton 334.768.2161	2	10		Core	44515	50464	1/4/00
Beaumont Library District Beaumont CA Clara DeFelice 909.845.1357	1	9		Core	43642	44816	1/25/00
Spencer Public Library Spencer IA Vicki Myron 712.264.7290	1	13		Core	43575	46667	7/13/99
Baxter County Library Mountain Home AR Gwen Khayat 870.425.3598	2	13		Core	43509	56475	1/20/98
Parkland Regional Library Dauphin MB Glenn C. Butchart 204.638.6410	1	10		Core	43466	62892	6/22/98

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Lancaster Theological Seminary Lancaster PA Richard Berg 717.393.0564	1	15		Core Library•Acquire Library•Serial	43310	47454	9/29/97
North Chicago Public Library North Chicago IL Beth Hoke 847.689.0127	1	6		Core	43228	48513	9/29/98
Culpeper County Library Culpeper VA Susan Keller 540.825.9794	1	28		Core Library•Acquire Site•Solution	43121	45300	3/9/98
Bentonville Public Library Bentonville AR Martha Morrison 501.271.3192	1	6		Core Site•Solution	43106	44032	12/12/00
Southern Pines Public Library Southern Pines NC Lynn Thompson 910.692.8235	1	21		Core	42868	44791	12/8/97
Pend Oreille County Library Newport WA Kevin Paulus 509.447.2111	4	14		Core	42711	35869	2/9/99
Clear Lake Public Library Clear Lake IA Jean Casey 641.357.6134	1	5		Core	42592	44638	12/5/00
Anderson College Anderson SC Kent Millwood 864.231.2050	1	10	200	Core	41299	44903	8/8/00
Walters State Community College Morristown TN Doug Cross 423.585.6901	1	5		Core Site•Solution	40914	47638	6/10/97
Mississippi County Library District Charleston MO Joseph W. Dark 573.683.6748	2	9		Core	40741	48363	5/27/98
Sauk Valley Community College Dixon IL Robert Thomas 815.288.5511	1	8		Core	40642	44932	2/17/98

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
John Wesley College Library High Point NC April Lindsey 336.889.2262	1	9		Core	40000		
Middlebury Community Library Middlebury IN Terry Rheinheimer 219.825.5601	1	9		Core Site•Solution	39574	41189	5/23/00
Byron Public Library District Byron IL Penny O'Rourke 815.234.5107	1	6		Core	39441	41789	5/10/99
Baltimore Hebrew University Baltimore MD Andrew Johnson 410.578.6926	1	10		Core	39214	56983	2/21/00
Chesterfield County Library System Chesterfield SC Myrtis Burr 843.623.7489	5	47		Core	39163	70767	11/9/98
Columbiana Public Library Columbiana OH Carol Cobbs 330.482.5509	1	29		Core Library•Z	39000		
Reformed Presbyterian Theological Sem Librar Pittsburgh PA Thomas Reid 412.731.8690	1	4		Core	38380	45116	8/7/00
Will Rogers Library Claremore OK Margaret Guffey 918.341.1564	1	14		Core	38225	45568	3/28/00
Rowan County Public Library Morehead KY Helen Williams 606.784.7137	1	9		Core Library•Z	38000		
Susanville District Library Susanville CA Linda Pack 530.257.8113	1	7		Core Library•Z	37889	38035	10/24/00
Shaw Public Library Clearfield PA Paula Marshall 814.765.3271	1	7		Core	37249	38675	6/28/99

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Calvary Baptist Theological Seminary Library Lansdale PA Clint Banz 215.368.7538	1	5	13	Core Library•Serial	36423	42610	2/1/00
Fort Monroe Technical Library Fort Monroe VA Fran Doyle 757.788.2821	2	6		Core Library•Acquire	36345	27988	10/27/98
Rockwall County Library Rockwall TX Kathy Melston 972.882.0341	1	12		Core Library•Z	35978	38384	1/16/01
Nelson County Public Library Bardstown KY Irene Underwood 502.348.3714	4	26		Core	35928	50788	7/18/00
Windsor-Severance Library District Windsor CO Carol Engel 970.686.9955	1	15		Core	35074	26124	3/22/99
Lansdale Public Library Lansdale PA Anne Frank 215.362.2666	1	21		Core Library•Z	35000		
Albuquerque Technical Vocational Institute Albuquerque NM Ruth Krug 505.224.3278	2	13		Core	34780	45000	9/15/97
Louisburg College Louisburg NC Judith Parish 919.497.3217	1	15		Core Library•Z Library•Bookings	34742	43461	12/14/99
Bladen County Public Library Elizabethtown NC Sherwin Rice 910.862.6990	3	27		Core Library•Z Site•Solution	34528	36925	3/5/01
Berkeley College West Paterson NJ Marlene Doty 973.278.5400	5	25		Core	34147	42482	11/10/97
Kent School Kent CT Marel Rogers 860.927.6195	1	3		Core	33896	39053	10/20/98

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Rye Public Library Rye NH Tricia Quinn 603.964.8401	3	26		Core	33402	36555	1/4/99
Lancaster Community Library Kilmarnock VA Susanna A. Collins 804.435.1729	1	9		Core	33352	35276	8/28/00
Chrysler Museum of Art Norfolk VA Matt Wiggins 757.664.6202	1	8		Core	33267	33314	8/23/99
Russell County Public Library Lebannon VA Kelly McBride 540.889.8063	2	6		Core	32942	35579	4/5/99
Southern Lehigh Public Library Coopersburg PA Jan Eshleman 610.965.2364	1	9		Core	32833	34060	3/6/00
Brown Library Washington NC Julie Hicks 252.975.9357	1	6		Core Library•Z	32831	18446	1/11/00
Poplar Bluff Public Library Poplar Bluff MO Jackie Thomas 573.686.8639	1	11		Core	32355	35643	6/15/99
Hancock County Public Library Hawesville KY Jacquelyn Walton 270.927.6760	2	7		Core	32281	35548	4/10/01
Mechanicsburg Public Library Mechanicsburg OH Sunny Krugh 937.834.2004	1	6		Core	31941	33806	8/20/98
Waterford Public Library Waterford WI Pam Belden 262.534.3988	1	14	100	Core Library•Z	31918	33224	2/27/01
Dubuque County Library Farley IA Rebecca Heil 319.744.3577	2	9		Core	31871	33428	9/19/00

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Middlesex School Concord MA Jeffery C. Smith 978.371.6565	1	5		Core	31834	32695	7/25/00
Stonington Free Library Stonington CT Nancy Young 860.535.0658	1	13		Core	31815	34890	4/18/01
Dibner Institute-Burndy Library Cambridge MA Colin Homiski 617.258.9302	1	8		Core Library•Acquire	31685	35703	9/8/99
Indian Hills Community College Library Ottumwa IA Cheryl Lefler 515.683.5218	2	24	100	Core	31636	36241	3/29/99
Thomas More College of Liberal Arts Merrimack NH Mary K. Mumbach 603.880.8308	1	5		Core	31000		
Gloucester Library Gloucester VA Nancy Dwoyer 804.693.2998	2	12		Core	30600	38446	6/28/99
Garrett County Public Library Oakland MD Cathy Ashby 301.334.3996	5	41		Core Library•Acquire Library•Z	30506	31649	
Garrett Public Library Garrett IN Kate Birdseye 219.357.5485	1	9		Core Library•Z	30506	31649	4/24/01
Ruidoso Public Library Ruidoso NM Nancy Osterberg 505.257.4335	1	5		Core	30398	32271	2/10/98
McCord Memorial Library North East PA Sandra B. O'Neill 814.725.4057	1	6		Core	30222	31781	6/9/98
Del Norte County Library Crescent City CA Liz McCumsey 707.464.9794	1	7		Core	30122	34741	1/11/00

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Allen County Public Library Acottsville KY Elaine West 270.237.3861	1	20		Core Library•Z	30000		
Dimmick Memorial Library Jim Thorpe PA Susan Gilkeson 570.325.2131	2	9		Core	30000		
Kimball Public Library Atkinson NH Mitchell Perlow 603.362.5234	1	5		Core	30000		
Noble & Greenough School Library Dedham MA Mari Roughneen 781.326.3700	1	24	125	Core	30000		8/20/01
Nottoway County Library Crewe Va Nancy Pierce 804.645.9310	3	14		Core Library•Z	30000		
Salem Public Library Salem MO Glenda Brown 573.729.4331	1	5	11	Core Library•Z	30000		
St. Louis Police Library St. Louis MO Barbara Miksicek 314.444.5581	1	3		Core Library•Z Library•Serial	30000		
Hilbert College Hamburg NY Barbara Bonanno 716.649.7900	1	5	110	Core	29542	29542	9/23/98
Lifeway Christian Resources Nashville TN Miriam Evans 615.251.2133	1	4		Core	29435	31324	4/19/99
Butler Public Library Butler IN Ellen Stuckey 219.868.2351	1	16		Core Library•Z	29103	31957	5/7/01
Aims Community College Library Greeley CO Francis Medaris 970.330.8008	1	8		Core Library•Acquire Library•Serial Library•Z	28754	31784	7/18/00

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Duplin County Library Kenansville NC Linda Hadden 910.296.2117	6	25		Core Library•Z	28430	50505	1/31/00
Rock Falls Public Library District Rock Falls IL Eric Tommedahl 815.626.3958	1	7		Core	28081	28446	6/13/00
Whiteman Air Force Base Library Whiteman AFB MO Beth Eckles 660.687.6217	1	11		Core Library•Serial Site•Solution	27755	31366	11/8/99
Webb City Public Library Webb City MO Sue Oliveira 417.673.4326	1	5		Core Library•Z	27406	28581	10/17/00
Seabrook Library Seabrook NH Elizabeth Heath 603.474.2044	1	6		Core	27370	30527	6/13/00
Harvin Clarendon County Library Manning SC Marilyn Tsirigotis 803.435.8633	1	11		Core Library•Z	27062	29623	7/10/01
Caroline Library, Inc. Bowling Green VA Kay Brooks 804.633.5455	4	16		Core	27039	32536	3/29/00
St. Andrews School Middletown DE Carol Ann Pala 302.285.4236	1	8		Core Site•Solution	27000	29073	12/12/00
Worch Memorial Public Library Versailles OH Gail R. Benesh 937.526.3416	1	7		Core	26810	27964	4/3/00
Summit County Library Coalville UT Bonnie Mellor 435.336.3294	2	16		Core Library•Z	26558	29953	7/11/00
Jackson Public Library Jackson MO Sally Pierce 573.243.5150	1	7		Core Library•Z	26392	29570	3/20/01

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Langley Air Force Base Library Langley AFB VA Carol McCune 757.764.2906	2	37		Core Library•Acquire Library•Serial Library•Z	26300	31768	2/24/00
General Services Administration Library Washington DC Helen Bradley 202.501.0788	1	9	13000	Core Library•Serial	26231	35762	11/1/99
J. Robert Jamerson Memorial Library Appomattox VA Megan Gibbs 804.352.5340	1	16		Core	25656	31324	8/6/01
Oxnard College Library Oxnard CA Delois J. Flowers 805.986.5818	1	7		Core	25459	30223	5/20/97
Trinity Episcopal School for Ministry Library Ambridge PA Robert S. Munday 724.266.3838	1	9		Core Library•Acquire Library•Serial	25377	27979	6/15/99
ACT Library Iowa City IA Jacqueline Snider 319.337.1165	1	4		Core Library•Acquire Library•Serial	25263	31255	9/20/99
Garwood Free Public Library Garwood NJ Carol Lombardo 908.789.1670	1	5		Core	25218	25641	8/29/00
New England Institute of Technology Warwick RI Sharon Charette 401.739.5000	1	20	200	Core	24767	24773	7/9/97
Enterprise Public Library Enterprise AL Jo Thompson 334.347.2636	1	8		Core	24671	27119	2/1/99
Winsor School Library Boston MA Carla Bosco 617.735.9510	1	9		Core	24657	26800	6/24/97
Southeastern University Library Washington DC Omar Akchurin 202.488.8162	1	8		Core	24537	24537	8/16/99

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Santa Barbara Botanic Garden Library Santa Barbara CA Laurie Hannah 805.682.4762	2	5	5	Core Library•Z	24500		
Lee County Public Library Bishopville SC Dawn Ellen 803.484.5921	1	8		Core	24374	25497	5/10/00
St. Clair County Library Osceola MO Ruth G. Lewis 417.646.2214	1	4		Core	24347	26097	1/18/99
Wadsworth Atheneum Museum of Art Hartford CT John Teahan 860.278.2670	1	18		Core	24081	24734	3/21/01
Notre Dame Prep School Towson MD Ellen Cullen 410.825.6202	1	13		Core	23786	29016	2/22/98
North Arkansas College Library Harrison AR Merle Vincent 870.391.3355	2	14	100	Core Library•Serial	23136	29773	5/10/99
East Carroll Parish Library Lake Providence LA Renee Whatley 318.559.2615	1	6		Core	23092	30419	4/16/01
US Army JFK Special Warfare Center Fort Bragg NC Jane Crabill 910.396.5370	2	27		Core	23090	29454	6/6/00
Los Lunas Public Library Los Lunas NM Carmen Jaramillo 505.865.6779	1	3		Core	22826	23893	10/16/97
Madison County Public Library Marshall NC Jean Krause 828.649.3741	3	18		Core Library•Z	22660	29641	1/31/99
West Carroll Parish Library Oak Grove LA Clay Roberts 318.428.2697	1	5		Core	22429	24418	4/19/01

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Murray State College Library Tishomingo OK Jim Kennedy 580.371.2371	1	4	220	Core	22231	25267	1/30/01
St. Paris Public Library St. Paris OH Karen Mabelitini 937.663.4349	1	8		Core	22142	23267	8/11/98
Waterbury Village Public Library Waterbury VT Mary Kasamatsu 802.244.7036	1	6		Core Library•Z	22000		
Vaughn Public Library Ashland WI Jim Trojanowski 715.682.7060	1	10		Core Library•Z	21553	21545	12/13/99
Williamsburg County Library- Kingstree Kingstree SC Shirley Street 843.355.9486	2	16		Core	21274	28352	1/19/99
American InterContinental University Atlanta GA Lisa L. Beers 404.965.5717	2	5		Core	21030	23800	9/1/98
Mid-America Reformed Seminary Library Dyer IN Alan Strange 219.864.2400	1	3		Core Library•Serial	20764	24798	12/13/00
McCormick County Library McCormick SC Dianne S. Purdy 864.465.2821	1	8		Core	20557	21552	5/31/00
MacMurray College Jacksonville IL Mary Jo Thomas 217.479.7110	1	9		Core	20424	21132	3/20/00
Calhoun County Public Library St. Matthews SC Winnie G. Westbury 803.874.3389	1	9		Core Library•Z	20395	22979	5/15/00
Pomfret School Pomfret CT Kathleen Atwood 860.963.6100	1	6		Core	20388	20388	8/14/00

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Hopkins School Library New Haven CT Faye Prendergast 203.397.1001	1	10		Core	20149	26964	11/16/99
Belen Public Library Belen NM Beverly McFarland 505.864.7797	1	10		Core Library•Z	20000		
Cobleigh Public Library Lyndonville VT Pat Hazelhurst 802.626.5475	1	9		Core Library•Z	20000		
Trimble County Public Library Bedford KY Elizabeth Powell 502.255.7362	1	5		Core	20000		
Belmont Hill School Belmont MA Carole Thomas 617.484.4410	1	5		Core	19867	23172	8/19/99
Assumption Parish Library Napoleonville LA Mary Judice 504.369.7070	3	16	1500	Core Library•Acquire	19839	22063	7/18/00
Dana Hall School Wellesley MA Liz Gray 781.235.3010	1	16		Core	19622	21254	9/9/98
US Army Chaplain Center Ft. Jackson SC Teri Newsome 803.751.8828	1	5		Core	19481	25597	6/30/97
Joslyn Art Museum Omaha NE Kathryn L. Corcoran 402.342.3300	1	6		Core	19269	21078	4/12/99
US Department of State FSI Library Arlington VA Sara Schoo 703.302.7119	1	5		Core Library•Serial	19233	24114	12/8/97
Lon Morris College Jacksonville TX Michelle Zenor 903.589.4119	1	7		Core Library•Acquire Site•Solution	18934	22019	4/13/99

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Mountain View Public Library Mountain View MO Lois Smith 417.934.6154	1	5		Core Library•Z	18725	19691	4/3/01
Middlesex County Public Library Urbanna VA Sherry Inabinet 804.758.5717	1	7		Core	18355	22639	2/7/00
Savannah Technical College Savannah GA Jim Burch 912.303.1805	2	5		Core	18044	21850	8/12/97
Columbus Technical College Library Columbus GA Edgar Lester 706.649.1852	1	6		Core	17922	20177	10/19/99
US Department of State Washington DC Susana Wang 202.619.5938	1	23	300	Core	17914	24549	10/4/99
Cushing Academy Ashburnham MA Elizabeth Vezina 978.827.7038	1	5		Core	17591	19626	12/15/99
Luna Community College Las Vegas NM Margaret S. Armijo 505.454.2500	1	6		Core	17587	24160	8/23/99
Shady Hill School Cambridge MA Svetlana Grinshpan 617.520.5236	1	10		Core	17585	19529	7/26/99
Sullivan University Louisville KY Charles Brown 502.456.6773	1	8		Core Library•Z	17504	16273	12/14/98
Gwinnett Technical College Media Center Lawrenceville GA Susan Fraysee 770.962.7580	1	6	500	Core	17440	21048	8/23/99
Andalusia Public Library Andalusia AL Karin Taylor 334.222.6612	1	3		Core	17119	17537	5/22/00

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Powhatan County Public Library Powhatan VA Kim Armentrout 804.598.5670	1	4		Core	17024	17420	5/11/00
Fay School Library Southboro MA Judy Bohall 508.485.0100	1	10	200	Core	17011	18542	6/18/01
Hillsdale Free Will Baptist College Library Moore OK Nancy Draper 405.912.9024	1	8	55	Core Library•Z	17000		8/6/01
Defense Information School Fort Meade MD Nancy Hahn 301.677.7629	1	14		Core Library•Serial	16122	19059	3/27/00
Sulphur Springs Public Library Sulphur Springs TX Kathryn St. Claire 903.885.4926	1	17		Core	15317	16102	1/13/00
Naval Air Station Oceana Station Library Virginia Beach VA Ann Gorwitz 757.433.2400	1	4		Core	15194	16281	12/20/99
Feather River College Library Quincy CA Tom Davis 530.283.0202	1	12		Core Library•Z	15157	18016	6/7/99
International College Fort Myers FL Melody Hainsworth 941.482.0019	2			Core	15143	21036	7/10/01
Albany Carnegie Public Library Albany MO Cheryl Noble 660.726.5615	1	5		Core	15000		8/13/01
National Genealogical Society Arlington VA Dereka Smith 703.525.0050	1	2		Core	14613	15513	11/24/97
Douglas County Library Ava MO Anita Dodd 417.683.5633	1	3		Core	14116	14950	10/21/98

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Shore Country Day School Beverly MA Marsha Potter 978.927.1700	1	3		Core	13719	11950	1/5/99
US Army Center of Military History Fort McNair DC Jim Knight 202.685.4114	1	4		Core Library•Serial	13415	15541	12/1/98
Marshall Public Library Marshall TX Patsy Harmon 903.935.4465	1	4		Core Library•Acquire	13170	16361	12/9/97
Fort Berthold Community College Library New Town ND Quincee Baker 701.627.4738	1	12	125	Core Library•Z	13000		
Isaac Franck Jewish Public Library Rockville MD Beila Organic 301.255.1954	1	5		Core Library•Booking	11990	17172	5/12/99
Lassen Community College District Susanville CA Rosanna Brown 530.251.8830	1	6	10	Core Library•Z	11303	13413	6/21/99
Matheson Memorial Library Elkhorn WI Valerie Lapicola 262.723.2678	1	10		Core	10913	11341	4/27/99
Atlanta Technical Institute Atlanta GA Dolores Dyer 404.756.3806	1	6		Core	10844	13239	5/27/98
Via Christi Regional Medical Ctr Wichita KS Phil Omenski 316.268.5979	3	11		Core	10740	12037	5/16/00
Highland Community College Library Highland KS Shirley Twombly 785.442.6054	1	6	60	Core	10021	11657	2/8/00
Thoreau Institute Lincoln MA Jeff Cramer 781.259.4730	1	3		Core Library•Serial	10000		9/15/98

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Audubon Regional Library Clinton LA Librarian 225.683.4290	2	23		Core Site.Solution	9844	24073	11/28/00
Mercy College of Health Science Des Moines IA Faith Sherman 515.643.6613	4	14		Core Library•Serial	9705	11291	6/7/99
Groton-Dunstable School District Groton MA Jackie Henning 978.448.6155	6	36		Core	9704	11074	8/15/00
Southwest Georgia Technical College Thomasville GA Gail Roberts 229.225.5206	1	11		Core	9489	11084	2/23/98
Copper Mountain Community College Joshua Tree CA Carolyn Hopkins 760.366.3791	1	12		Core	9007	10488	10/31/00
Northwestern Technical College Library Rock Springs GA Ray Raab 706.764.3568	1	7		Core	9000		10/12/99
Rock Falls Township High School Library Rock Falls IL Jan McKanna 815.625.3886	1	4		Core	8875	10471	6/5/01
Abington High School Abington MA Susan McFadd 617.982.2160	1	2		Core	8000		6/26/97
Moss Landing Marine Labs Moss Landing CA Joan Parker 831.632.4415	2	5		Core Library•Serial Library•Z	7965	11828	6/24/99
Loyola High School Montreal PQ Rosemary Cochrane 514.486.1101	1	5		Core	7872	9691	2/8/00
Maine Office of Substance Abuse Augusta ME Jo McCaslin 207.287.8900	1	8		Core Library•Booking	7839	10224	7/13/98

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Griffin Technical College Library Griffin GA David P. Bunell 770.229.3442	1	8		Core	7258	8785	9/21/99
Alpine County Library Markleeville CA Shelia Morgan 530.694.2120	1	5		Core Library•Z	6889	8240	4/18/00
Barton Library El Dorado AR Nancy Arn 870.863.5447	1	7		Core Site•Solution	6729	6900	4/24/01
Little Priest Tribal College Winnebago NE Gretchen Healy 402.878.2380	1	4		Core	6701	7115	4/7/99
Redlands Community College El Reno OK Karen D. Olive 405.262.2552	1	7		Core Site•Solution	6080	6482	2/15/99
Central Georgia Technical College Macon GA Neil McArthur 912.757.3549	2	11		Core	5886	6748	3/30/98
South Georgia Technical College Americus GA Jerry Stoval 912.931.2562	2	1		Core	5604	5797	8/27/97
Gundersen Lutheran La Crosse WI Melinda Orebaugh 608.791.5546	1	12		Core Library•Serial	5594	6315	3/7/00
New Hampshire Hospital Concord NH Marion Allen 603.271.5422	1	4		Core Library•Serial	5568	6691	10/3/00
Federal Bureau of Prisons Library Washington DC Denise Lomax 202.307.3029	1	3	1000	Core Library•Serial	4026	5399	12/27/99
Briarcliffe College Bethpage NY Irene Kossowsky 516.470.6008	2	9		Core Library•Acquire Library•Serial	3499	4152	1/11/99

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Museum of Our National Heritage Lexington MA Nancy Wilson 781.861.6559	1	5		Core Library•Serial	2848	3252	8/9/99
US Bureau of Alcohol, Tobacco & Firearms Rockville MD Adiva Sotzsky 301.217.5756	1	1	4500	Core Library•Serial	2578	2618	9/13/99
East Arkansas Community College Forrest City AR Arthur Berman 870.633.4480	1	5		Core Library•Acquire Library•Serial	2175	2543	6/12/01
West Bonner Library District Priest River ID Kay Small 208.448.2207	1	5		Core	2105	2108	7/14/99
Hillside United Methodist Church Woodstock GA Gary Kirk 770.591.0089	1	1		Core	2000		6/20/00
Flint River Technical College Thomaston GA Terry Sebright 706.646.6173	1	4		Core	1951	2406	10/26/99
Hewlett-Packard Company Boise ID Phyllis English 208.396.7816	1	3		Core	1909	2213	7/13/98
Valdosta Technical College Valdosta GA Mary Lou Thornton 912.259.5178	1	4		Core	1254		5/13/97
Truett-McConnell College Cleveland GA Janice E. Wilson 706.865.2136	2	6		Core Site•Solution	1105	1753	4/25/00
Oak Ridge Associated Universities Library Oak Ridge TN Susan Ekkebus 865.576.3490	2	5		Core Library•Serial	1000		2/28/00
Okefenokee Technical Institute Waycross GA Sandy Tanner 912.287.5834	1	6		Core	794	924	8/5/97

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Middle Georgia Technical Institute Warner Robins GA Merete Daffer 478.988.6863	2	8		Core	545	682	4/14/98
Genealogical Society of Pennsylvania Philadelphia PA Jim Beidler 215.545.0391	1	7	3	Core Library•Z	0		7/30/01
Albany Technical College Library Albany GA Thomas Marshall 912.430.3517	2	8		Core			6/11/97
Altahama Technical Institute Jesup GA Loretta Whitson 912.427.1929	2	8	500	Core			6/4/97
Augusta Technical College Augusta GA Bob Duttweiler 706.771.4174	3	14		Core			6/3/97
Children's Healthcare of Atlanta Atlanta GA Mamie Bell 404.845.1625	4	10		Core			1/5/99
Coosa Valley Technical College Rome GA Mardi Jackson 706.295.6206	3	10	300	Core			11/20/97
DeKalb Technical Institute Covington GA Karen Burdell 770.786.9522	1	6		Core			11/20/97
Lanier Technical Institute Oakwood GA Beth Hedrick 770.531.6379	2	8		Core			5/28/97
Moultrie Area Technical Institute Moultrie GA Michael Miller 912.891.7000	2	8		Core			7/29/97
Ogeechee Technical Institute Statesboro GA Teresa Hobbs 912.871.1606	1	2		Core			4/21/97

Library	Sites	Stations	Network Access	Software	Titles	Holdings	Install Date
Swainsboro Technical Institute Swainsboro GA Harold Akins 912.237.9199	1	6		Core			8/27/97

NA = Information not available at this time
Core = Circ, PAC, Cat Acquire = Acquisitions

8. Other Responses

Licensing Issues Vendor must submit any software licensing restrictions, including maximum number of workstations (OPAC and staff), cost of additional licenses, and licensing issues for remote access (Z39.50 clients, remote PAC clients, etc.). How is simultaneous use with WWW connections monitored? What happens if the maximum number of licensed users is exceeded?

TLC: The proposed system has been priced for use by 65 staff stations and an unlimited number of OPAC stations. This means that while there can be only 65 simultaneous staff users, there can be any number of PAC users connecting at once. It is therefore not possible to exceed the number of licensed users.

File Reorganization Does the proposed system require periodic file reorganization? If so, the vendor must explain this process. This explanation must include a list of any files that require periodic reorganization, the length of time the reorganization takes, and information about the availability of the system during this reorganization (e.g. can the system be accessed by PAC, staff and remote users). The vendor must also include a list of any indexes that will require periodic reorganization and indicate if the system is available to PAC, staff and remote users during the reorganization. If the system is available to users during reorganization will users experience any slowness in response time during this process? The vendor must also state if file reorganization and/or index reorganization is not required.

TLC: There are two file reorganizations that should be done regularly. The first is built into the software and can be run while the database is up (PAC, staff, and remote users can access it). This process is a two-part process called Validate Database Objects and Compute Database Statistics. This process should be run at least once a week. The second regular process is disk defragmentation.

Backup The vendor must outline the routines they recommend for system and data backup. An estimate of the length of time required for each type of backup is also required. The vendor should use FCPL's database size listed in the System Capacity Requirements section.

TLC: A nightly backup occurs automatically between the hours of 2:00 and 4:00 am. Library staff need only switch out the backup tape in the mornings. The database cannot be accessed during this time.

Security Describe both client and server security and any known security issues, including vulnerability to denial-of-service attacks.

TLC: Windows NT (the operating system) provides protection for application, system, and data files through the use of passwords or other security measures so that critical functions cannot be performed without proper authorization. The library may set mandatory password routines.

The Cataloging and Serials modules are equipped with entry-level security only. More enhanced security functionality for the Cataloging module is scheduled for release 1st quarter 2002. The Acquisitions module allows for user-level security, and supervisory passwords are needed to perform most override functions.

All circulation functions and screens can be controlled by password. The Circulation module contains both entry-level and user-level security. The Library supervisor can set password routines for nearly all circulation functions. Override passwords are also required on supervisory functions. Security rights are controlled by login names and passwords. Appropriate fields can be individually set for: 1) edit, 2) view only, and 3) no view. Authorization is achieved through entering an alphanumeric password. For user-level security, authorization occurs at the point of logon to the Circulation Module. Override and Supervisory passwords are required for certain functions and are requested at the time the function occurs.

Documentation Describe any documentation that is included with the system and provide samples of this documentation. Vendor should also state if other additional documentation is available and the cost for that documentation.

TLC: Library•**Solution** software will be delivered with complete printed documentation at no additional cost to the library and can be copied as needed by the library. Documentation is also available electronically at each station. One user Manual is provided per site. Additional guides are available at $50 each.

Support of Other Languages The vendor must list the languages their system supports. The vendor must clearly indicate on the Cost Page any additional cost for these languages.

TLC: French and Spanish interfaces are available for the PAC at no additional charge.

Brief Description of Each Module This section must contain a list of all modules and the functionality they provide. Vendor should note any special features their modules contain. The vendor should also state whether any modules require other modules in order to function properly.

TLC: Brief Descriptions of each module are presented below.

Library•Solution Circulation

Circulation is fully integrated with the Cataloging and PAC modules of Library•**Solution**. Circulation features include:

- Library-defined circulation rules
- Full access to all circulation desk activities from a single screen
- Online updating of all fields for each transaction
- Preprogrammed reports, including lists, notices, and statistical reports
- Multi-branch readiness
- "Server-down" operations
- Inventory

- Course "reserves" management
- User security access to activities and displays

Circulation is directly interactive with the Local Database, which is maintained by the Cataloging module. When you add or edit a MARC record in Cataloging, the changes or new records are immediately evident in Circulation and in the PAC. For titles that you prefer not to catalog with full MARC records, you can add items directly into Circulation "on-the-fly." You can also enter patron records on-the-fly.

Circulation handles all basic circulation desk operations: checkout, checkin, renewals, fine/fee processing, maintaining queues of requests (holds) for popular items, recording usage of items read in the library (but not checked out) before the item is reshelved, and many other activities. It also keeps statistical records of all transactions.

Library•Solution Cataloging

The Cataloging module provides you with the tools and features you need to catalog a MARC record quickly and accurately and to maintain your Library•**Solution** database:

- Access to LC MARC bibliographic and authority records as resources for reliable cataloging data.
- Automatic authority control, including easy creation of system generated authority records for invalid headings and names
- Access to your own MARC file in the "Local Database" for easy file maintenance
- Automatic or supervised control of editing, and full screen editing
- MACRO language and MARC-aware macros
- ALA/USMARC character set fonts
- Leader and fixed field (006 and 008) edit windows to ensure compliance with USMARC rules
- Context-sensitive in-line Help for procedures and field-by-field access to the Cataloger's Reference Shelf and MARC 21 format rules for fields, indicators, and subfields. Place the cursor in a field in question, and then press the <F1> key.
- Alternative views of MARC records: MARC editor, card view, hex display, authority display, and label display
- Create, edit, search bibliographic, authority, and community information MARC records.

Your changes in MARC records are reflected immediately in the PAC and Circulation modules, so there are no delays waiting for updates.

Library•Solution Public Access Catalog

The Library•**Solution** Public Access Catalog module is fully integrated with all other system modules and includes:

- full cross referencing
- graphical interfaces

- complete or partial word searches
- keyword searches (with Boolean logic operators) and Oracle Context Cartridge searches)
- search delimiters -- publication date range, language, material format, etc.
- Internet access supported
- community information supported
- bibliographies option

The PAC module can be made available on all terminals. Labeled, card, and MARC record display modes are available. All displays include current status (except for MARC record display), all holdings, and call number. All PAC displays are designed to be easily understood by users. Display contents can be modified by the library.

YouSeeMore is an online portal that functions as one location from which your patrons retrieve all of the information they need. YouSeeMore offers powerful resources at your patrons' fingertips. The customizable library portal includes:

- Public access catalog
- News
- Weather
- Hot titles
- Bestsellers lists
- Ready reference and
- Your library's calendar of events

In addition you can select from the following portal enhancements:

- Expanded searching of catalogs, databases, and Websites
- Recommendations for books, music, and videos
- Patron personalization
- Book jackets and tables of contents viewed in the display set
- Reviews of library materials

YouSeeMore tailors the library experience to address each person's needs and tastes. For example, patrons can view their library account for items that are checked out, due dates, fines and holds. Further, patrons can input their preferences for books, tapes, music and CDs and even receive alerts when items that may be of interest to them are added to the library's collection. Users can also search the public access catalog (PAC) from within this personal site.

Advanced Searching:
The advanced searching option allows patrons to search multiple databases simultaneously. This includes your catalog, other library catalogs, commercial databases, and Websites.

Recommendations Powered by the RatingZone:
With YouSeeMore, you can offer your patrons access to a unique Web service that recommends books, movies, and music to your patrons. It predicts which items your patrons will enjoy, based on their own ratings.

Your Patrons Can Have a Personalized Page:
Your patrons will log on regularly to see new information pertaining to their interests. YouSeeMore will become their homepage of choice and their portal to vast resources.

Book Jackets, Tables of Contents and Reviews:
With YouSeeMore, you can give your patrons the ultimate experience in library catalog browsing by adding scanned images of book jackets and tables of contents to your PAC.

When a patron searches a particular subject, author or title, they'll be able to read the reviews directly from the display page. YouSeeMore reviews are integrated directly into your library's catalog.

Library•Acquire

1. General Features

Library•**Acquire** includes the following features:

- purchase order management
- invoice management
- fund accounting
- electronic ordering
- electronic invoicing
- canceling, reordering, and claiming
- selection list management

Access to Library•**Acquire** is password-protected. Access to specific functions can be controlled to a fine degree. Library•**Acquire** allows holds to be placed on items on-order.

In addition to the access points provided for records in the PAC, Acquisitions records can be retrieved using the following access points from within the module:

- purchase order number
- purchase order date
- vendor ID

2. Vendor Records

Vendor records have fields for vendor name; vendor address, city, state, and zip code; telephone number; vendor account number for the library; electronic ordering and invoicing information, and claiming and canceling intervals. Separate addresses may be maintained for ordering, payment, claims, and returns. An address can be copied and then modified.

Vendor records are accessible by vendor identification code. An operator can add, delete, and update vendor records manually.

3. Fund Accounting Records

Library•**Acquire**'s fund accounting system monitors and controls the expenditure of funds during the acquisitions process. The fund accounting file contains a record for each fund established by the library for the purchase of materials. There is no practical limit to the number of funds that can be maintained. The library can establish funds and fund names and has the option to create yearly funds or use Library•**Acquire**'s fiscal year rollover option. Alternate fund names, assigned by external funding sources, can also be designated.

The system records funds encumbered as well as spent. Each fund account record provides fields or fund identification number or code, fund name, amount budgeted, encumbrances, expenditures year-to-date, and remaining balance. Balance information is displayed three ways: actual cash, free balance after encumbrances, and purchasing power (after anticipated discounts). An authorized operator can manually adjust budget amounts during the year or transfer funds from one account to the other. Manual adjustments are automatically reflected in all relevant fund records. The fund account records are accessible by fund identification number.

Library•**Acquire** maintains an audit trail of all changes to the accounting funds. The system tracks the fund affected change made, date of the change, and individual making the change.

4. Selection Entry and Review

The system performs automatic pre-order searching of the catalog, and permits titles being ordered or considered to be displayed or suppressed in the PAC on a title-by-title basis.

An operator can search all on-order records before creating acquisition records from within Library•**Acquire**. The operator is warned if a new order will duplicate an item previously ordered, on-order, or in process. The system allows separate copies of a title to be charged to different fund accounts. An operator can review or scan on-line all titles entered for selection review, with the capability of rejecting or accepting consideration items during the process.

Library•**Acquire** automatically checks fund account records and can be configured to report to the operator if insufficient funds are available. Warning threshold percentages are configurable by fund. An operator with the proper security privileges can override these warnings.

5. Purchase Order Preparation

Library•**Acquire** can batch-produce purchase orders for titles approved for purchase. Purchase orders can be created for single or multiple titles. There is no limit to the number of titles that can be included on a single purchase order. The system can transmit orders and receive notification from vendors electronically when configured to do so. Previously ordered titles may be searched by title, author, ISBN, PO number or invoice number.

Library•**Acquire** creates or uses a MARC record for each order record. Provisional MARC records may be upgraded at any time by cataloging staff. If checked for display in the PAC, holds

can be placed on ordered materials immediately from within either the Circulation or PAC module.

6. Receiving

Library•**Acquire** can automatically change the status of items on-order to "received" as the operator enters receiving data and appends the date of receipt to the record. It automatically updates vendor statistics as items are received. The system displays a summary of all items received on a particular invoice, with itemized discounted prices and a grand invoice total shown, to be used as a check against invoices. It allows for the receipt of a partial shipment of an order or title. The following statuses are supported: back ordered, canceled, and partial receipt.

7. Claiming and Cancellation

Library•**Acquire** can search, locate, and retrieve all records for materials which have been on-order with vendors over a specified amount of time, but which have not yet been received. It provides for claims to be made to suppliers. The library can specify for each account with each vendor the length of time before claiming and allow for manual overriding of the automatic claims date.

Library•**Acquire** prints claims lists to suppliers for materials ordered but not received. It automatically changes the status code of records from "on-order" to "on-order -- claimed" as claims notices are printed. The library can specify for each account with each vendor the length of time which must elapse after claims are made before items are automatically canceled. The system provides an on-line list of all items which are to be claimed and canceled, with an option to print the list. Library•**Acquire** automatically changes the status code of records from "on-order -- claimed" to "canceled."

Library•**Acquire** prints lists or letters to suppliers for materials which have been canceled and maintains a record of cancellations made. The system disencumbers from fund account records the prices of canceled items and adds the amount back to available balances. It allows the order to be reentered with minimal rekeying to change the supplier. There is no software set limit to the number of acquisitions records that can be stored.

Library•Serial

The Serials module includes the following features, and more:

- Full featured serials control: The serials control module helps librarians handle many aspects of serials, such as checking in new issues (the system predicts what issue is expected), returning unneeded or duplicate issues, claiming missing issues, preparing issues for the bindery according to configured binding policies, and more. All functions are available from menus or the tool bar.
- Add new serials records quickly and easily: Users can add serial records for new titles. Records can include brief or detailed bibliographic information, enumeration and chronology captions, frequency and regularity patterns, binding policies, and many other

points of information. Existing titles and items can also be edited or deleted.

- Multiple locations, formats, copies: Library.Serial supports the entry of multiple locations (branches and collections), multiple copies, and multiple physical formats in a single serials record. If a record is open in any activity in which the record can be changed (such as Check In or Edit Serial Record), the record is locked to other users until the changes are saved. This feature makes Library.Serial ideal for multiple branch systems. For more information, see: Serial Record (Edit Menu).
- Barcoding for Circulation: Users can add barcode numbers when items are checked in. Then the items can be checked out through the Library.Solution Circulation module, plus PAC users will be able to view item shelf status.
- MARC 21 (USMARC) format records (Bibliographic and Holdings): When you create a new serial record in Library.Serial, the system creates a USMARC bibliographic record which is integrated with the Library.
- Solution Local Database. When issues are checked in, holdings information is saved in separate but linked USMARC Holdings format records.
- View issue history: Review the complete history of serials issues for a title: issues owned, missing, overdue, claimed, returned, etc.
- Serials holdings displays in PAC and Cataloging: The Library.Solution Public Access Catalog (PAC) and Cataloging modules display serials holdings and locations in a labeled format.
- Serials reports: Several reports are available to help you track and manage serials information. To run and print the reports, start the Library.Solution Reports module.

- Routing slips: Easy configuration and printing of routing slips for serials issues; create routing lists for specific copies of serials; create routing slip templates for populating new routing lists quickly.
- Vendor information can be linked to serial records to be used in claiming and returning issues.

Library•Booking

The Booking module uses many of the capabilities of Library•**Solution** Circulation, but Booking allows patrons to reserve objects for a specified period of time in the future. For example, suppose a patron wishes to book this branch's copy of the video "Training For Computer Literacy" for use next February, and it is now August. The patron can specify the range of dates on which the item will be needed, and also choose among several pre-defined delivery methods for the item. Thus, when the booking is placed, the request would include the date(s) needed, "February 10 - 11, 2000," and the delivery method "US MAIL" (selected from a drop-down list of Shipping Types defined by the library).

A booking is not limited to traditional library materials. For example, patrons could book projectors, computers, meeting rooms, instructional "kits," or a collection of puppets, in addition to more traditional materials like films or slide shows.

Only items belonging to the currently configured branch can be booked (because the branch's calendar of open and closed days, configured in the Circulation module, is accessed to

determine item availability). The branch name is displayed in the blue bar at the top of the window. Bookings are placed by title, not by specific item.
The system automatically checks to see if a patron is allowed to book and borrow the selected item. If there are no other pending requests for the item for the same time period, the booking would be placed, and the item protected by the system to ensure that it will be available for delivery to the requestor on time.

After the booking is placed and saved, it can be changed or cancelled up to the time the system "picks" (selects) a specific item and assigns it to that booking for delivery.

Booking time frames can be established without regard for current availability, but with regard to other bookings of the same material (or set of materials) in the same Branch. In Circulation items are checked out one-by-one. Booking supports the assembling of sets of items ("components") to be checked out for a time period in a single transaction.

Patron records and booking privileges: As in Circulation, bookable materials can be loaned to individual patrons, organizations, or any other entity registered in the Circulation patron file. In the Booking module's Patron Types setup you can establish privileges and restrictions relevant to bookings.

The following information is also required for the following modules:

PAC Searching: The vendor must explain how their software performs searches, describe the search architecture, and indicate how many and what fields are searched for author, title, and keyword searches.

TLC: TLC distinguishes titles, authors, subjects and notes into groups. These groups are 'deduped' and/or subjected to authority control where appropriate. The final results are included in the creation of a ConText policy. The ConText policy establishes Stop Lists, Lexers, etc. and creates keyword lists that we query. The Indexed fields that are searchable are as follows:

Library•**Solution** Indexed Fields

Authors	100-129, 131-199, 700-729	NOTE: 400, 410, 411, 800, 810, 811 are also considered authors
Notes	500-599	
Series	400-499, 800-840	
Subjects	600-699	
Titles	200-249, 130 730 740	NOTE: 440, 490, 830 are also considered titles

Numerics	
Dewey	82, 83, 92, 99
LC	50, 53, 55, 90
Music	28
GPO	74, 86
Control	1
ISBN	20
ISSN	22
LCCN	10
Barcode	Defined Holdings Field
LocalCall#	Defined Holdings Field

Holds: Vendor must explain how materials that are available in another location/branch can be placed on hold. Is a daily report available that lists these holds with available copies that could be printed by each location so shelves can be checked for available copies? Can FCPL elect to print notices for other holds, but not these holds?

TLC: Holds can be placed by staff via the Circulation module or by patrons via the PAC. There are daily holds reports available for users to run. The "Messages List" report will give the user a list of items to be transferred to other branches. The "Holds by Type" report will display Pending, Arrived, In-transit and all holds, as well as allowing the user to display expired holds only or all holds.

Inventory: Vendor must describe the inventory process. What steps are involved? Is any special equipment necessary?

TLC: The only special equipment necessary is a barcode reader that has a memory chip to hold data. TLC sells the PT2000 by Percon for this task. The following are the steps involved for running inventory.

1. Run the report Shelf Order by Holdingscode (this will give the call numbers sorted by Dewey, LC, and Non-standard.
2. Begin scanning, taking note of which call number was scanned first. (It is best to begin scanning at the beginning of a particular call number).
3. Scan the final barcode, taking note of the last call number. (It is best to get the end of a call number range.
4. Run the offload process that puts that data onto the machine.
5. Run Inventory. Collection Processing will not only tell you which items don't belong in the call number range you just scanned, as well as inform you which items are out of order.
6. Run Inventory Missing Items. This will display which items were not scanned during Inventory and will automatically change the Circulation status in the PAC to "Missing".

Acquisitions: If the vendor submits a bid for the Add Alternate for this module they must provide the number of templates that FCPL could establish with the proposed system. Can records be transferred between their Acquisitions module and Peoplesoft Purchasing and Accounting Software?

TLC: The system does not presently integrate directly with any accounting package. However, if the library can supply a valid record layout for the target system, TLC could produce a text file export function that would be invoked via the Library•**Solution** Reports module.

Community Information Database The vendor must provide copies of screens showing sample Community Information records and indicate what search terms a patron would use to search for these records. The vendor must demonstrate that it would be easy to distinguish Community Information records from book and other records if the vendor is recommending one database. A description of the process for generating a report of these records that can be used for mailing to organizations must be included. A sample of this report should also be included.

TLC: Screen shots will be provided at the end of this section along with the search terms that retrieved them. There are no reports available to generate these records. However, the library can print out a sample record to send to various organizations (a screen shot of the sample Community record is also at the end of this section).

Self Check Systems, Automated Telephone Renewal and Book Security Systems The vendor must indicate if their software is compatible with self check out systems, automated telephone renewal list systems and book security systems and list each compatible system (e.g. 3M, Checkpoint, etc.). The vendor must also list which checkout receipt printers work best with their software.

TLC: Library•**Solution** can be used alongside all of the above systems. Any Windows compatible printer can be used with Library•**Solution**. TLC resells the following receipt printer:

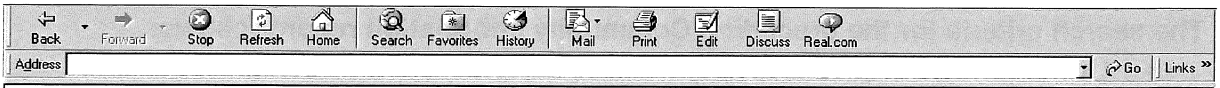
Citizen iDP 3550 Circulation Printer

Test Database FCPL is interested in the use of a test database during the migration and conversion process. This database would contain a small sample of patron, book and other records, and all modules being purchased by FCPL. It would be used by FCPL staff to become familiar with the new system. The vendor must state if they can provide such a database and what if any additional costs are associated with this database. The vendor must also indicate if any additional hardware is necessary, what the hardware requirements are (memory, disk space, etc.) or if the database could be accessed via the Web.

TLC: A training computer with a test database will be provided for use, during implementation, at FCPL headquarters at no additional charge.

Subcontractors The vendor must name any subcontractors that will be used in any way to fulfill the terms of this contract. The name of the subcontractor, address, nature of the service provided, and experience providing this service for the vendor must be stated by the vendor. In this section the vendor should list any agreements they have with other vendors (e.g. Amazon, Barnes and Noble, etc.) that will impact the installation of this system as a patron views it.

TLC: No subcontractors will be used.



Community Information

HOME HELP

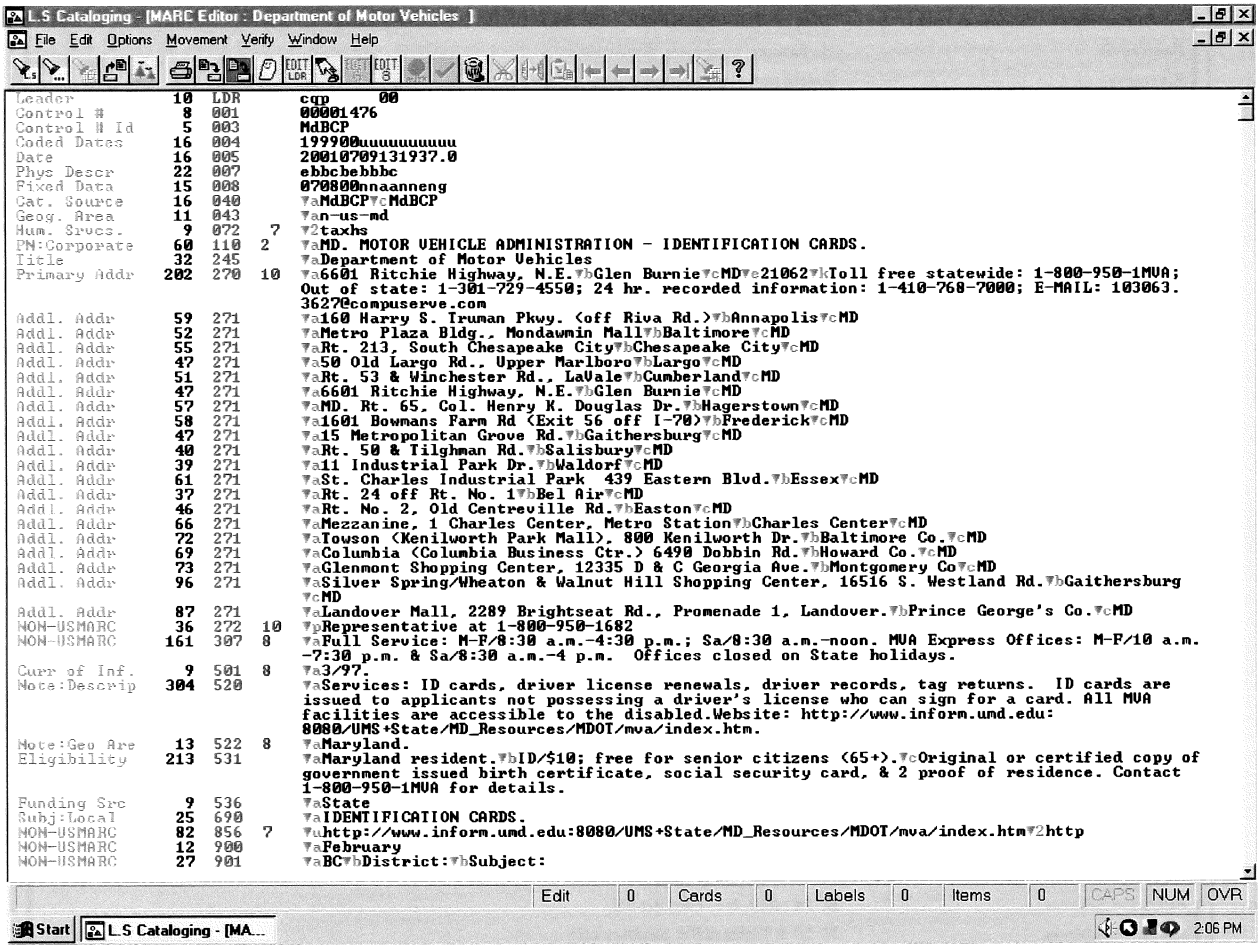
Community Information Display	
Kind of data	Program or service
Title	Department of Motor Vehicles
Stairway ramps	Disabled
Doors	Entrance and internal ramps
Furniture, equipment, display racks	Wide or offset-hinge doors
Restrooms	No furniture, equipment, display racks
Elevators	Special restroom accommodations and grab bars
Telephones	No elevators
Flashing emergency lights	Lowered telephones and handset amplifiers
Sign language	Flashing emergency lights
Subtitles and/or supertitles	Sign language
Volunteer opportunities	Subtitles only
Language	070800nnaanneng
Local Subject	IDENTIFICATION CARDS
Electronic Resource	Electronic resource: http://www.inform.umd.edu:8080/UMS+State/MD_Resources/MDOT/mva/index.htm
Primary Address	6601 Ritchie Highway, N.E. Glen Burnie MD 21062 Toll free statewide: 1-800-950-1MVA; Out of state: 1-301-729-4550; 24 hr. recorded information: 1-410-768-7000; E-MAIL: 103063.3627@compuserve.com
Hours Etc.	Full Service: M-F/8:30 a.m.-4:30 p.m.; Sa/8:30 a.m.-noon. MVA Express Offices: M-F/10 a.m.-7:30 p.m. & Sa/8:30 a.m.-4 p.m. Offices closed on State holidays.
Service Description	Services: ID cards, driver license renewals, driver records, tag returns. ID cards are issued to applicants not possessing a driver's license who can sign for a card. All MVA facilities are accessible to the disabled.Website: http://www.inform.u
Alternate Address	11 Industrial Park Dr. Waldorf MD
Alternate Address	15 Metropolitan Grove Rd. Gaithersburg MD
Alternate Address	160 Harry S. Truman Pkwy. (off Riva Rd.) Annapolis MD
Alternate Address	1601 Bowmans Farm Rd (Exit 56 off I-70) Frederick MD
Alternate Address	50 Old Largo Rd., Upper Marlboro Largo MD
Alternate Address	6601 Ritchie Highway, N.E. Glen Burnie MD
Alternate Address	Columbia (Columbia Business Ctr.) 6490 Dobbin Rd. Howard Co. MD
Alternate Address	Glenmont Shopping Center, 12335 D & C Georgia Ave. Montgomery Co MD
Alternate Address	Landover Mall, 2289 Brightseat Rd., Promenade 1, Landover. Prince George's Co. MD
Alternate Address	MD. Rt. 65, Col. Henry K. Douglas Dr. Hagerstown MD
Alternate Address	Metro Plaza Bldg., Mondawmin Mall Baltimore MD
Alternate Address	Mezzanine, 1 Charles Center, Metro Station Charles Center MD
Alternate Address	Rt. 213, South Chesapeake City Chesapeake City MD
Alternate Address	Rt. 24 off Rt. No. 1 Bel Air MD
Alternate Address	Rt. 50 & Tilghman Rd. Salisbury MD
Alternate Address	Rt. 53 & Winchester Rd., LaVale Cumberland MD
Alternate Address	Rt. No. 2, Old Centreville Rd. Easton MD
Alternate Address	Silver Spring/Wheaton & Walnut Hill Shopping Center, 16516 S. Westland Rd. Gaithersburg MD
Alternate Address	St. Charles Industrial Park 439 Eastern Blvd. Essex MD
Alternate Address	Towson (Kenilworth Park Mall), 800 Kenilworth Dr. Baltimore Co. MD

Find: [ ] **as:** [ALL Groups] Go

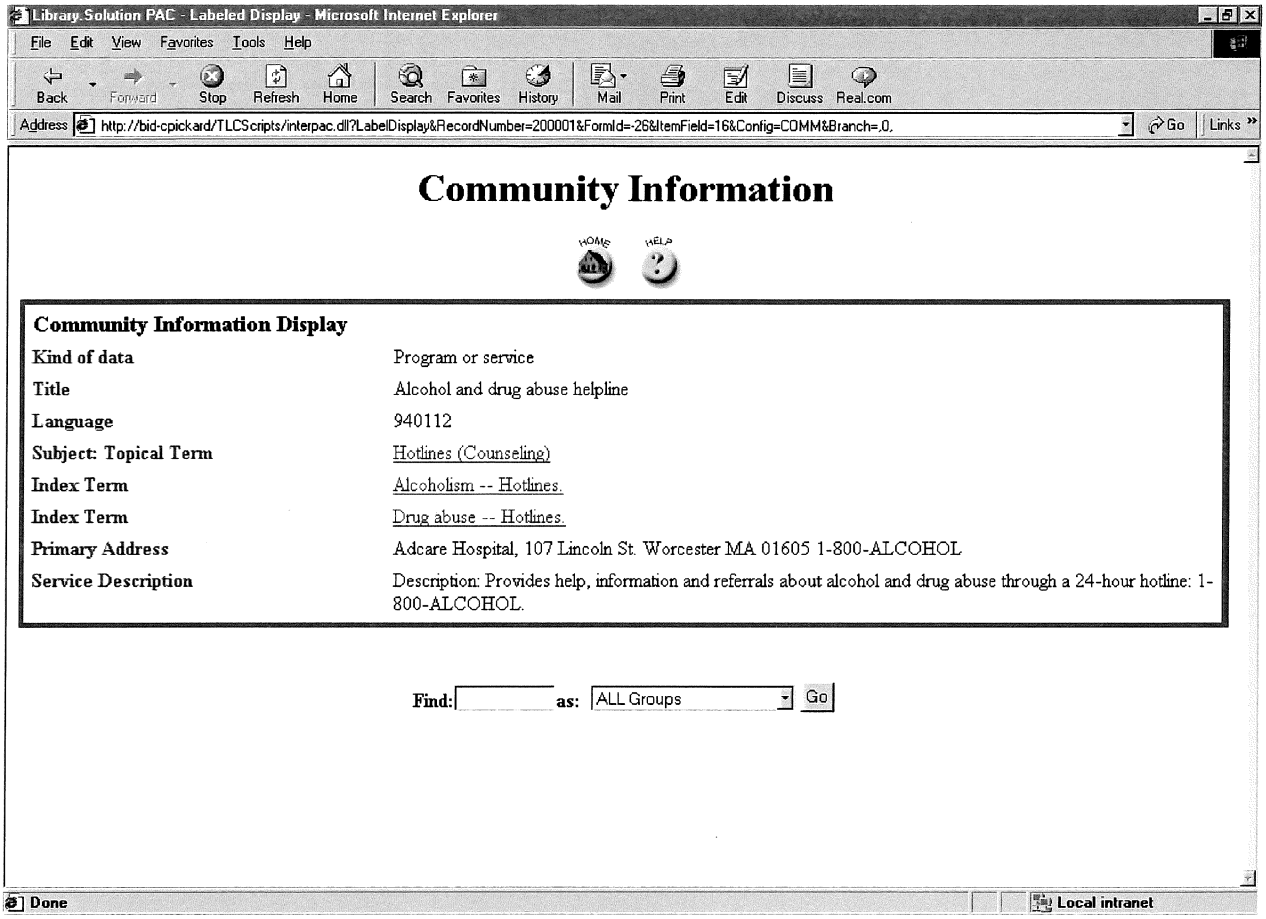
The search criteria for the preceding Community Information record follows:

- Open the Public Access Catalog
- Click on the Community Info. Button
- Type in "department of motor vehicles" under **ALL Groups** and click **Search**.
- Then select "department of motor vehicles" from the results.
- Another term that could be used is **Identification cards**.

Below is the Community record that created the above display:

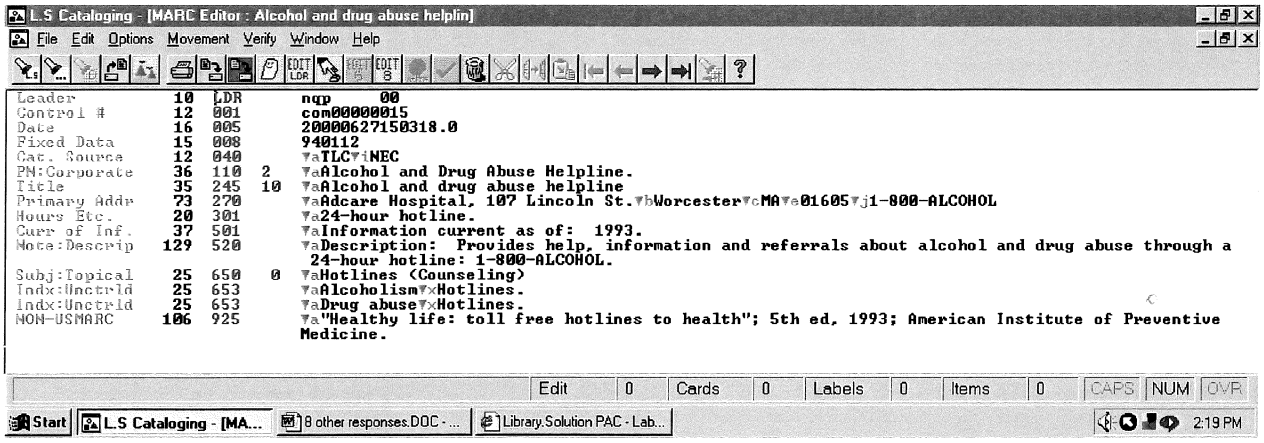



```
Leader          10  LDR      cqp     00
Control #        8  001      00001476
Control # Id     5  003      MdBCP
Coded Dates     16  004      199900uuuuuuuuuu
Date            16  005      20010709131937.0
Phys Descr      22  007      ebbcbebbbc
Fixed Data      15  008      070800nnaanneng
Cat. Source     16  040      ▼aMdBCP▼cMdBCP
Geog. Area      11  043      ▼an-us-md
Hum. Srvcs.      9  072   7  ▼2taxhs
PN:Corporate    60  110  2   ▼aMD. MOTOR VEHICLE ADMINISTRATION - IDENTIFICATION CARDS.
Title           32  245      ▼aDepartment of Motor Vehicles
Primary Addr   202  270  10  ▼a6601 Ritchie Highway, N.E.▼bGlen Burnie▼cMD▼e21062▼kToll free statewide: 1-800-950-1MVA;
                              Out of state: 1-301-729-4550; 24 hr. recorded information: 1-410-768-7000; E-MAIL: 103063.
                              3627@compuserve.com
Addl. Addr      59  271      ▼a160 Harry S. Truman Pkwy. (off Riva Rd.)▼bAnnapolis▼cMD
Addl. Addr      52  271      ▼aMetro Plaza Bldg., Mondawmin Mall▼bBaltimore▼cMD
Addl. Addr      55  271      ▼aRt. 213, South Chesapeake City▼bChesapeake City▼cMD
Addl. Addr      47  271      ▼a50 Old Largo Rd., Upper Marlboro▼bLargo▼cMD
Addl. Addr      51  271      ▼aRt. 53 & Winchester Rd., LaVale▼bCumberland▼cMD
Addl. Addr      47  271      ▼a6601 Ritchie Highway, N.E.▼bGlen Burnie▼cMD
Addl. Addr      57  271      ▼aMD. Rt. 65, Col. Henry K. Douglas Dr.▼bHagerstown▼cMD
Addl. Addr      58  271      ▼a1601 Bowmans Farm Rd (Exit 56 off I-70)▼bFrederick▼cMD
Addl. Addr      47  271      ▼a15 Metropolitan Grove Rd.▼bGaithersburg▼cMD
Addl. Addr      40  271      ▼aRt. 50 & Tilghman Rd.▼bSalisbury▼cMD
Addl. Addr      39  271      ▼a11 Industrial Park Dr.▼bWaldorf▼cMD
Addl. Addr      61  271      ▼aSt. Charles Industrial Park  439 Eastern Blvd.▼bEssex▼cMD
Addl. Addr      37  271      ▼aRt. 24 off Rt. No. 1▼bBel Air▼cMD
Addl. Addr      46  271      ▼aRt. No. 2, Old Centreville Rd.▼bEaston▼cMD
Addl. Addr      66  271      ▼aMezzanine, 1 Charles Center, Metro Station▼bCharles Center▼cMD
Addl. Addr      72  271      ▼aTowson (Kenilworth Park Mall), 800 Kenilworth Dr.▼bBaltimore Co.▼cMD
Addl. Addr      69  271      ▼aColumbia (Columbia Business Ctr.) 6490 Dobbin Rd.▼bHoward Co.▼cMD
Addl. Addr      73  271      ▼aGlenmont Shopping Center, 12335 D & C Georgia Ave.▼bMontgomery Co▼cMD
Addl. Addr      96  271      ▼aSilver Spring/Wheaton & Walnut Hill Shopping Center, 16516 S. Westland Rd.▼bGaithersburg
                              ▼cMD
Addl. Addr      87  271      ▼aLandover Mall, 2289 Brightseat Rd., Promenade 1, Landover.▼bPrince George's Co.▼cMD
NON-USMARC      36  272  10  ▼pRepresentative at 1-800-950-1682
NON-USMARC     161  307  8   ▼aFull Service: M-F/8:30 a.m.-4:30 p.m.; Sa/8:30 a.m.-noon. MVA Express Offices: M-F/10 a.m.
                              -7:30 p.m. & Sa/8:30 a.m.-4 p.m.  Offices closed on State holidays.
Curr of Inf.     9  501  8   ▼a3/97.
Note:Descrip   304  520      ▼aServices: ID cards, driver license renewals, driver records, tag returns.  ID cards are
                              issued to applicants not possessing a driver's license who can sign for a card. All MVA
                              facilities are accessible to the disabled.Website: http://www.inform.umd.edu:
                              8080/UMS+State/MD_Resources/MDOT/mva/index.htm.
Note:Geo Are    13  522  8   ▼aMaryland.
Eligibility    213  531      ▼aMaryland resident.▼bID/$10; free for senior citizens (65+).▼cOriginal or certified copy of
                              government issued birth certificate, social security card, & 2 proof of residence. Contact
                              1-800-950-1MVA for details.
Funding Src      9  536      ▼aState
Subj:Local      25  690      ▼aIDENTIFICATION CARDS.
NON-USMARC      82  856  7   ▼uhttp://www.inform.umd.edu:8080/UMS+State/MD_Resources/MDOT/mva/index.htm▼2http
NON-USMARC      12  900      ▼aFebruary
NON-USMARC      27  901      ▼aBC▼bDistrict:▼bSubject:
```



Search terms used to retrieve this record:

- Hotlines
- Alcoholism
- Drug abuse



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9. Response to Specifications

*. Response to Specifications The vendor is expected to respond to each of the numbered requirements in the following sections. The following codes must be used to respond to the numbered statements:

A = Available; feature is currently available in at least one installed system.

AD = Available with Deviation; feature is currently available, but differs slightly. Vendor must explain in detail on the exceptions page.

D = In Development; feature is being developed for release. State expected date of release.

P = Planned; feature to be implemented; not yet in development. Indicate expected date of release.

N = Not Planned; feature is not currently planned and is not expected to be added to the system.

Any exceptions the vendor has to anything required or stated in this RFP must be described in full in the Exceptions section of the Systems Costs pages.

System Requirements

Any system quoted by a vendor must be an integrated, client/server library automation system that currently supports the following basic functions:

A	Bibliographic and Inventory Control
A	Authority Control
A	Cataloging/Database Management with Z39.50 client functionality
A	Public Access Catalog
A	World Wide Web Catalog Interface
A	Circulation
A	Serials Control
A	Acquisitions and Fund Accounting
A	Community Information Database
A	Z39.50 compliancy for the server and all modules
A	Report Generator
A	MARC Bibliographic and Authority Record Import/Export Utility
A	Materials Booking
A	User request and information module

FCPL must be able to license and install all of the above modules or features or install them one at a time. The vendor must also quote and be able to provide all of the following products and services to the full extent required for successful system implementation and operation:

A	Data Conversion
A	Software (both operating and application)
A	Software and Hardware maintenance
A	Installation and database loading
A	Training
A	Documentation

A Hardware

A. General Requirements

The proposed system must have all of the following capabilities:

A 1. Require no additional purchases or local programming in order to become operational.
A 2. The system must be designed for optimum operation in a Web-based computing environment.
A 3. Use a client/server architecture. All clients must run under Windows 95 or better.
A 4. All system components must operate in a real-time interactive mode, providing the ability to create, update, maintain, and access all data for library materials and patrons in real time.
A 5. The system must be installed on a platform with sufficient processor, memory and disk storage, which in the library's estimation, ensure adequate response times.
A 6. Be fully online and have no dependency on an outside host computer for internal routing operations.
A 7. Have the capacity for future expansion to support double the number of simultaneous workstation users through the modular addition of storage devices, memory processing units, and workstations, without replacing any existing hardware and without any decrease in response time.
A 8. Provide for the input and output of bibliographic, authority, and patron data. All bibliographic and authority data will be in USMARC format.
A 9. Have the demonstrated capability of supporting, with one central computer configuration sharing a common database, Branch libraries each maintaining different delinquency criteria, fine calculation rules, loan period rules, patron databases and hold parameters; each different library's catalog must also be able to be hidden from the users of the other system; the Library must also be able to define an unlimited number of these agency-specific parameters. Due to the nature of service provided by the Detention Center Library, FCPL requires that materials in this collection not be visible to patrons using the PACs in other library facilities or accessing our catalog remotely. Also materials in the collections of other Branch Libraries must not be visible to inmates using PACs at the Detention Center.
A 10. Have the ability to concurrently run all application modules on the same hardware configuration without having to logoff and logon across modules and without system shutdown.
A 11. All modules must be graphical and accessible from any workstation through a login procedure.
AD 12. All modules must be licensed for the server not the client.

Deviates: Oracle Licensing requires that certain Technical Services Stations be licensed for the client.

A 13. Proposed system must be fully Z39.50 compliant for client and server and configured for full TCP/IP support. It must also easily interface with external databases such as those found on the Internet using TCP/IP and Z39.50 protocol.

A 14. The system must be capable of transparent functionality with Ethernet and TCP/IP compatible local area networks. The Vendor must be able to supply a list of at least 50 current library customers with a minimum database size of 100,000 titles that are available for Web-based PAC searching via the Internet.

A 15. Fully integrated, using a single common, catalog database for all operations and a common operator interface across all modules.

A 16. Hardware resources must be expandable to large networks including RAID, multiple processor computers and multiple servers or must be reducible to as little as a single workstation configuration.

A 17. The database engine must support mission critical database management with full auditing and rollback.

A 18. Protection for application, system and data files through the use of passwords or other security measures must be provided so that information critical functions cannot be performed without proper authorization.

A 19. The proposed software must include procedures and programs that enable rapid recovery from hardware or software failure.

A 20. Once configured by the library, built-in security protection for software modules and sub-modules must be invisible to the user; that is, password access must not be necessary at each level of software except when deliberately configured that way by the library.

A 21. The system must be configurable so that it does not even display on specific workstations the modules and sub-modules to which those stations do not have access.

A 22. If the system fails to function according to library specifications, the vendor will make necessary modifications, retest and reinstall software in a time period to be specified in the contractual agreement.

A 23. The system shall protect the central files from erasure or contamination.

A 24. The system must be able to operate 24 hours a day, 7 days a week, 52 weeks a year. The system must be available for staff and patron use while backup procedures are being performed.

Although this is technically possible, TLC recommends the database be down during nightly backup. FCPL can purchase third-party software that will run a backup on a live Oracle database and is configured to not corrupt the database.

A 25. The vendor must provide support service 24 hours a day, 7 days a week, 365 days a year. The vendor must provide direct access to its own support staff, and not use third-party staff, third party answering services or voice mail. Library access to vendor support must not be restricted to specific library-authorized staff.

A 26. Expansion, including additional features, modules, or hardware shall be possible without interruption to the programs already operational.

A 27. Software upgrades shall be requested by FCPL and supplied to FCPL in a self-installing form, preferably ftp download or an upgrade via a Web site. Instructions for software upgrades must be provided by the vendor before the upgrade is installed.

__A__ 28. The system must be capable of reading FCPL's existing item and patron barcodes. With the addition of the Detention Center Library the software must also be capable of reading a second type of item and patron barcodes. (see Section K "Barcodes" for more detail)

TLC can convert the barcodes in the database so that what is read by the scanner is what is pulled up. To find out if FCPL's current barcodes are readable by the scanners sold by TLC, a sample must be provided (no copies please).

__A__ 29. The system must allow for unattended backup onto industry standard magnetic storage media. All backup operations should be completed via a menu-driven interface with no separate programs or knowledge of UNIX or other operating system software procedures required.

The backup supplied by TLC is the Windows backup that is scheduled to occur nightly without intervention from the library.

__P__ 30. The system must be UNICODE-compliant and correctly display UNICODE-based fonts in the PAC.

Release date: Unknown

__A__ 31. A backup system for circulation must be available. All transactions on the backup system must directly feed into the main system and immediately update all files when it is again available.

__A__ 32. No specialized console printing can be required.

__A__ 33. The system must be able to support SIP2-compliant patron self-checkout stations.

__A__ 34. The system must support workstations designed for patrons with special needs, including blind and hearing-impaired patrons.

__A__ 35. Using a single type of printer, the system must be capable of producing: cash register-type receipts, statements of checked out items, receipts for checked in books, and copies of any patron account statuses available to an operator at checkout or check-in.

__A__ 36. Any vendor proposed system must be capable of working with third party software. An example of third party software is Peoplesoft

B. Client and User Interface Requirements

__A__ 1. Vendor must offer a choice of distinct client software for use in accessing and operating the proposed server modules, including, but not limited to:

- __A__ client software stored on the host machine that may be invoked from a remote workstation via a telnet session to provide minimal automation functionality without the need of local client software.
- __A__ Windows staff client with a graphical user interface (GUI) designed for use on PC's running Microsoft Windows 95 or better.
- __A__ World Wide Web (WWW) client that permits access to all public services offered by the library through standard Web browsers such as Netscape, Internet Explorer, etc.

A Fully-integrated Z39.50 cataloging client supporting searching and capture of MARC bibliographic and authority records from any Z39.50 compliant server

AD 2. Any software proposed by the vendor must allow flexibility when designing screens. FCPL must be able to easily redesign any screen without programmer or vendor intervention.

Deviates: Only the Public Access Catalog and the Cataloging modules have the flexibility of library-designed screens.

A 3. The system must enable an authorized library administrator to determine the exact text of help screens user-by-user.

A 4. Help text must be available for each command. The operator must be able to request and receive context-sensitive help for the command in use with a single keystroke.

A 5. An operator must be able to page backwards and forwards through the help text.

AD 6. The client must perform all edit checking of user input before sending input to the server.

Deviates: This is available only in the Cataloging module. The user must initiate the checking of input prior to saving.

A 7. The client must control all attached peripherals, including barcode readers and printers.

A 8. The software must accept input from devices such as barcode readers attached to a workstation.

AD 9. The initial logon to the system must set all privileges for all modules and must not require operators to change "subsystems" to perform a different set of commands.

Deviates: The user must logon the workstation, then login to each module.

A 10. The system's modules must be aware of activities performed by other modules and of the data available to them.

A 11. All commands must be available to an authorized user simultaneously, without the need to switch modules, menus or screens.

A 12. Users must be able to compile and run reports at any time without significant performance degradation, including during backup operations.

A 13. The vendor must provide Web-server access to all service requests placed by a specific customer. The customer may place service requests via e-mail, Web or by telephone.

C. Network/Information Access Requirements

A 1. The system must be configurable to connect to the Internet and to other libraries and services.

A 2. The system must include a PAC module that allows on or off site searching of the PAC with any standard graphical web browser (Netscape, Internet Explorer, etc.).

A 3. The system must provide access to local URLs.

A 4. Through the PAC module (with its Z39.50 client capabilities), a user must be able to search for materials among the collections of other library systems that have Z39.50 server support for their catalogs.

__A__ 5. The web client must be HTML based and may be customized/configured without vendor or programmer intervention or assistance.

__P__ 6. The vendor must provide an interface to the PAC that is WAP/WML enabled.

Release Date: unknown.

__A__ 7. The database must be manipulated using standard query language without using proprietary vendor software.

The database can be manipulated using Standard Query Language (SQL) through Oracle's SQL Worksheet. However, only TLC should modify the database in this manner so as to avoid corruption.

D. Central Processing Unit (if new hardware is recommended)

__A__ 1. The CPU, as well as other proposed equipment must not require any special environment. A normal office environment must suffice. The system's hardware platform must be tolerant of varying environmental conditions including ranges of temperatures (40 to 80 degrees Fahrenheit) and humidity (10 to 90%).

__A__ 2. The CPU must be capable of supporting all functions of the fully integrated system, including expansion to accommodate libraries and modules that are not part of this bid.

__A__ 3. The CPU must include a CPU processor, disk storage (potential capacity of at least 20 GB), *appropriate* backup device, UPS, power monitoring software, and diagnostic modem. Any other equipment considered necessary by the vendor must be stated separately from the above requirements and an explanation given for its inclusion.

__A__ 4. The CPU must provide sufficient storage space for three years of normal growth (5% annually) for the database and modules specified in this document.

__A__ 5. The vendor must provide software that automatically performs an orderly shutdown of the system when power is lost.

__A__ 6. The UPS must provide enough power for several minutes of operation prior to beginning an orderly shutdown of the system. Although specified by the library, the time between power loss and the beginning of shutdown will not exceed 5 minutes.

__A__ 7. The CPU must include an Ethernet port that may be connected to a TCP/IP Local Area Network.

Required Database Features

A. Bibliographic Files

A 1. The system must store MARC bibliographic records of the library's collection, providing efficient, complete access to the collection, and protecting the integrity of the database while providing the flexibility to import and /or export records from/to other databases.

A 2. Cataloging and database editing functions must be configurable so that they are available only from designated staff terminals.

A 3. Pre-formatted screens (templates) should be provided for local MARC data entry and editing. The library must be able to create any number of templates for its own use.

A 4. Automated error checking of local data entries for conformity to US MARC rules should be included as a feature of this module.

A 5. The system must accept MARC records from on-line bibliographic utilities.

A 6 The system must support electronic transfer of individual bibliographic records without changing or deleting fields in the US MARC format.

A 7 The system must detect duplicate records (bibliographic, authority and holdings records) being loaded to it and retain them separately for manual review.

A 8 The system must load full US MARC bibliographic records (virtually without limit to the record length)

A 9 The system must load brief US MARC records.

A 10. The system must provide a method for entering and verifying hypertext links.

AD 11. Bibliographic records must be indexed for access from a variety of points, including personal names, corporate names, conference names, titles, parallel titles, uniform titles, variant titles, series titles, subject headings (including cross-references), OCLC numbers, barcode numbers, ISBN/ISSN numbers, LCCN numbers, format and item level call numbers.

Deviates: The system indexes all of the above except OCLC numbers.

B. Database Files

A 1. The system must provide access to and maintenance of bibliographic and authority MARC record formats.

A 2. The system must be able to access multiple cataloging resource databases.

A 3. It must provide for manual keying of new (original) bibliographic and authority records into the database in US MARC format.

AD 4. The system's database must be directly accessible to third-party printing and reporting tools such as Microsoft Word and Microsoft Access by using an appropriate ODBC driver or file format.

Deviates: ReportSmith is integrated into Library•Solution. The user is able to save some reports in other formats and open them it other software (i.e. Microsoft Excel).

C. Authority File

A 1. The system must load, maintain and output a database of authority records in full US MARC authority format.

A 2. The Cataloging Module supports the same record creation, modification and deletion capabilities for authority records as for bibliographic records.

A 3. New authority records must automatically create all "see" and "see also" references for bibliographic records containing that authority heading.

A 4. The system must use existing indexed entries from bibliographic records for verification so that MARC authority records are only required for "see" and "see also" references and not for every heading in the bibliographic database.

P 5. The system must provide a method for differentiating between LC and non-LC authorities, and support multiple thesauri based upon the different listings from which authorities come including at least author, title, subject and LCCH.

Release Date: Unknown

A 6. The system must provide immediate, real-time indexing of all authority records added to the system.

A 7. The system must verify authority headings against existing bibliographic and authority entries in real time.

A 8. The system must display upon request a list of valid headings from the authority file when the heading keyed does not match an existing heading already in the authority file. Authorized staff must be allowed to correct and/or replace incorrect headings

A 9. All fields in the US MARC authority records, including the fixed and variable fields must be editable either individually or globally.

A 10. The system must automatically generate "see" and "see also" authority references as authority records are edited.

A 11. The system must accommodate authority records whether generated in-house or loaded from external sources including bibliographic utilities, Library of Congress, and others.

A 12. The system must allow records to be selected and reviewed by authority for verification of in-house and external sources.

A 13. Local entry and editing must be provided through formatted screens.

A 14 The system must allow authority files to be printed and/or downloaded in US MARC format.

A 15 The system must be designed to accommodate changes in the US MARC authority format and new national standards formats as they are developed (e.g. new format for LCCNs).

A 16. The system must link each heading in the library's authority files to each occurrence of that heading in the bibliographic file.

A 17. Users must be able to verify headings in a bibliographic record against existing authorized headings

A 18. Bibliographic records must be automatically re-linked to authority records when authorities are merged or changed.

A 19. The system must permit the operator to select a heading from an authority or existing bibliographic record list.

A 20. The system must update all occurrences of a heading in a bibliographic file with a single machine transaction.

A 21. The system must match incoming LC or other national standard authority records against the local file.

A 22. The system should allow authorized headings or entries to be added, changed, or deleted as part of a new bibliographic record and record the source of that authorized heading or entry.

AD 23. The system must provide reports that list headings used for the first time, invalid headings that should not have been used (matches "see"), cross references that are blind either because no record exists or because a record has been deleted, duplicate barcodes, and duplicate authority records.

Deviates: This report does not currently exist. However, TLC will create a report to FCPL's specification.

A 24. Authorized records for headings and entries must include the source of authority, the date authorized or first used, the date of last revision, related "see," "see also," "see from," and "see also from" references.

A 25. The system must include "earlier/former," "later," and "broader/narrower" search term references that indicate relationships between two headings.

A 26. The system must store and index local subject headings. These headings must be searchable from authorized workstations.

A 27. The system must display references, scope notes, reference notes, and general information notes.

A 28. The authority file must be browsable to view adjacent headings and entries as well as the related entries and notes.

A 29. The system must display, upon request the total number of bibliographic records linked to a specific authority heading and individual bibliographic records linked to a specified authority heading.

A 30. The system must accommodate personal, corporate, and topical name headings in a name authority file, title, uniform title and series entries in a title authority file, and subject headings in a subject authority file.

A 31. The system must allow authorized staff to transfer a keyword, phrase or exact heading from an authority record to a bibliographic record and transfer a keyword or phrase from a bibliographic record to an authority record.

A 32. The system must allow authorized staff to use a keyword or phrase from an authority display in a search without retyping.

A 33. The system must check the operator's input against the appropriate authority entries for fields under authority control.

A 34. The system must enable an authorized operator to retrieve and display records flagged as unauthorized on-line at the workstation and print these records.

D 35. The system must allow an authorized user to modify authority control policies to include additional thesauri after initial installation of the system.

Release Date: November 2001.

A 36. The system must not impose a limit on the number of "see from" and "see also from" headings that may be added to an authority record.

D 37. The system must be configured to have separate indexes for LC name and subject headings, NLM subjects, or other locally defined indexes.

Release Date: November 2001.

A 38. The system must be configurable to accommodate a single authority index or the addition of multiple indexes.

D 39. The system must enable authorized staff to change default system values for thesauri at a later date.

Release Date: November 2001.

A 40. The system must allow correction of incorrect headings by authorized staff.

D. Patron File

A 1. The information entered, stored and/or linked in the patron database must include, but is not limited to the following fields:

- A title
- A name (last, first and middle initial)
- A permanent and secondary address
- A city, state and zip code
- A multiple phone numbers
- A patron type or category
- A date the record was created
- A barcode number
- A manual block field
- A date record was last updated
- A alternate ID number (PIN)
- A issuing Branch library
- A note field or free text field that cannot be viewed by the patron from remote access
- A email address
- A materials outstanding
- A fines and fees owed
- A hold requests
- A date card was last used (last activity)

AD 2. Patron information must be indexed by at least patron ID number, patron name, alternate ID number, zip code, and date library card was last used.

Deviates: Patron information is indexed by all items above except zip code and the date library card is issued. However a report can be generated by that information.

AD 3. The system must be able to detect duplicate patron records. Duplicate checking must be possible on any library designated indexed field(s) within the patron record.

Deviates: Duplicate checking is only done automatically against patron barcode.

A 4. The system must allow patron records to be created, modified, copied and deleted by authorized staff.

A 5. Pseudo-patrons such as technical processing, bindery or even another library must be accepted as valid patrons.

A 6. The system must support at least 200 patron types.

A 7. The patron ID must be a unique identifying number to preclude duplicate records for the same patron ID.

A 8. The alternate ID (if there is data stored in this field) must also be a unique index, so entering a driver's license number or SSN in this field provides a double protection against duplicate patron records.

A 9. The system must provide coded fields and/or templates to expedite the entry of patron information. Codes entered must be verified against a list of existing codes to insure database integrity.

A 10. The system must allow for printing a specific patron record including all currently checked out items, holds and outstanding fines and fees, etc. This information will print continuously until the end of the information is printed and not one section (items checked out, fines, etc) per page.

A 11. The system must accept patron records in machine-readable form for initial database creation.

A 12. The system must permit the library to define the amount of patron information that can be seen from the main checkout screen and by patrons accessing their record from a PAC or remote login.

A 13. The patron file must be accessible by staff using the patron's surname, barcode or some other alternate identifier.

A 14. The system must allow authorized staff to browse, alphabetically by last name, through the patron database.

A 15. The system must allow staff to assign a new barcode to a patron when the old one is lost without otherwise affecting the existing patron record. The patron information and items charged to the patron from the old barcode must be linked to the new barcode.

A 16. The system shall allow authorized staff to execute global updates to subsets of the patron file, up to the full patron file.

To ensure database integrity, TLC performs global updates upon requests and at no charge.

A 17. The system must allow for easy retrieval and editing of a patron record from within the checkout mode.

A 18. Authorized staff must have the ability to delete a password or PIN in order to assist patrons who have forgotten their password or PIN.

A/P 19. Patrons must have the ability to change their password or PIN from a PAC, remote login or with staff assistance.

Patrons can change PINS with staff assistance. The ability to do this via the PAC is scheduled for release in 2002.

AD 20. The system must allow the library to purge inactive patrons automatically according to Library-defined parameters (such as, date of last action and/or type of patron).

Deviates: The library can perform purges by Patron type. Other purges are performed by TLC upon request.

A 21. Patrons with items checked out, fines or blocks must not be automatically deleted.
A 22. The system must generate a report of patrons who met the deletion requirements but were maintained in the system because of conditions described in the item above.

E. Data Files for MARC and Item Records

A 1. The system must accommodate a labeled item record to uniquely identify copies or volumes of a specific title.
A 2. This record must contain a unique number corresponding to an optically scannable identifier such as a barcode.
A 3. MARC data may include monographs, government documents, serials, media pieces, or other types of material. Item records must be linked to an item-specific barcode number, fine level, material type, notes, call number (Dewey), series, and loan period.
A 4. Item records must also link to due date (if checked out), the last discharge date, number of circulations since a specified date, and holds against the item.
A 5. In the public access mode, item status must be automatically displayed to the user retrieving the record.
A 6. Holdings records for series and monographic sets must include a summary format as well as volume-specific and copy-specific data.
A 7. The system must automatically link item records to bibliographic records in real time, if appropriate copy information has been placed in specified USMARC fields.
A 8. The system must be compatible with a variety of barcode labels, including 3 of 9, and CODABAR, Code 39 barcode formats.
A 9. This record should contain a barcode, the shelf location, branch location, circulation status, statistical category, loan rule used, material format/ material class, item call number, circulation counter (e.g. total circulation count, circulation since library specified date), renewal counter, last activity date, note fields, last date returned, cost, and space for other library-defined fixed or variable length fields.
A 10. Item records must be variable in length, with a variable number of variable fields, which may be repeatable and allow for a separate call number in each item record. FCPL should also be able to specify additional new variable-length field and their display labels.

A 11. The barcode number and item call number must be indexed for direct retrieval of item records All other fields must be available for reporting purposes.

A 12. The system must provide for coded fields to expedite the entry of item information. Codes entered must be verified against a list of existing codes to ensure database integrity.

A 13. An operator must be able to create a temporary set of item record defaults to apply in batch editing/rapid updating of existing records.

TLC: This can be accomplished using the Macro Script Editor.

A 14. If a value is undefined in the parameter table for a fixed field, it must not be possible to accept it and store the item record.

A 15. It should be possible to suppress the display of item records in the OPAC.

A 16. The creation of item records for materials on order without assigning a barcode to the item record must be allowed.

A 17. It should be possible for the library to specify up to *500* individual locations.

A 18. The system must support up to a five-character location code with up to 22 characters available for display in the OPAC.

A 19. It must be possible to create, edit and delete item records from a workstation.

A 20. It should be possible to delete multiple items efficiently by either keying line numbers or a range of line numbers, or by scanning barcodes.

A 21. It must be possible to create item records in serials as individual issues are checked in.

P 22. When issues with items are bound in serials, the system must automatically delete the individual item records and create a new item record for the bound volume at the operator's discretion.

Release Date: 4th quarter 2002.

A 23. The system must generate on demand a report, by individual library location if desired, that details those bibliographic records that no longer have item records attached.

Functional Specifications

A. Cataloging

The Cataloging module maintains the bibliographic database and authority control files in full MARC format. This module supports the creation, modification and deletion of bibliographic item and authority control records and accommodates indexing rules.

A 1. The system must provide the tools needed to catalog a record quickly and accurately. These tools include:

- A local access to a large copy cataloging resource pool
- A global, instantaneous subject and series authority control
- A immediate record availability from other system modules
- A full screen editing
- A ALA/US MARC character set forms

A cataloging templates for original record entry
A customized card and label printing
A full cut-and-paste capability in the editor
A accommodation of additional library –defined MARC tags

A 2. The system must maintain a bibliographic database in full MARC format. It must also utilize current MARC conventions for all material types, including the integrated MARC format. The proposed system must also support the full MARC standard for record lengths and field lengths: 100,000 characters and 10,000 characters respectively.

A 3. Except as defined by the MARC21 standard, the system must not place any limits on the total size of a MARC record or any given field, the total number of fields stored, or the number of occurrences of any given field. If so, provide a description of any limits.

D 4. The system must provide for global field changes to MARC records including specific subdivisions of authoritized headings regardless of their position. The global change facility system must also permit the user to make programmed global changes to any field in any other record type on the system, including patrons, items and course records.

Release Date for Controlled Fields: 1st quarter 2002.
Release Date for Non-controlled Fields: 4th quarter 2002.

A 5. The system must permit the cataloging system to be updated to reflect LC changes in bibliographic formats.

A 6. The system must be able to display all diacritics and special characters that appear in OCLC and LC records.

TLC: Diacritics display if the font used in the MARC Editor supports that diacritic.

A 7. The system permits individual cataloging records to be updated.

AD 8. The system must notify an operator, online, if a duplicate record is being added. Duplicate checking must be available on all indexed fields. The library must be able to specify the fields upon which duplicate checking will occur.

Deviates: The system notifies the operator, online, if a duplicate record is being added. Duplicate checking occurs on the control number field and barcodes. The library may not specify any other fields for duplication checking.

A 9. The system must accommodate the transfer of copy holdings (all item/volume records attached or selected item/volume records attached) to another bibliographic record by clicking and dragging the information from one record to another. The undesired bibliographic record must also be deleted, if desired, as part of the transfer process.

A 10. Cataloging must import and retain all encoding levels of bibliographic records.

A 11. The system must accommodate batch loading of bibliographic records in the library's database.

A 12. Indexing must be done automatically as records are added to the database.

A 13. Cataloging must offer several views of a single record, including:

A FULL EDITOR: MARC display including all fields, sub-fields, fixed length field elements, indicators, and leader information (with or without fixed labels and/or lengths displaying).

A CARD VIEW" displays the full card set (one at a time) that would result from the record selected.

A 14. This module must provide for entry and indexing of the library's own call numbers.

A 15. All material formats within MARC bibliographic record(s) must be accepted and differentiated.

A 16. During loading, all fields (including fixed fields) and sub-fields must be retained so that records can be exported later in US MARC format without additional editing (fields or tags must not be stripped from MARC records).

A 17. All field and sub-fields must be editable.

A 18. Records must be modifiable without retyping the entire line or data field.

A 19. The system must accept all Roman alphabet characters and all non-Roman languages (if transliterated).

A 20. The system must not permit bibliographic records to be deleted if any other part of the system has activity related to it (e.g. there is a fine due on the item, a hold pending for the item, a copy is on order, etc). A message should alert staff to the reason the record cannot be deleted.

A 21. The system must be able to export all or part of the bibliographic database in full US MARC format without vendor intervention.

AD 22. Bar codes should be validated by check-digit and number of digits by the software.

Deviates: Library•Solution does not require a check-digit on barcodes in order to be flexible, accepting all barcodes the library may use.

A 23. When supported by the appropriate hardware, the library must be able to generate a magnetic tape copy of its records in US MARC format.

A 24. The system must require appropriate operator authorization to maintain bibliographic and authority records.

A 25. The system must permit records in the database to be added, edited, copied and deleted.

A 26. The system must accept records from multiple MARC-based sources including OCLC, file supplied by vendors, such as Brodart, Z39.50 transfer of records, and CD-ROM products such as Bibliofile and Book in Print Plus.

A 27. The system must provide at least 100 MARC-defined work screens which may be modified and allow for the reuse of default bibliographic data.

A 28. In the Cataloging module, bibliographic records must be accessible by any and all of the search indexes available in the PAC. These records must also be accessible by other library-defined access points that might not be available in the PAC such as ISBN, OCLC number, or local system control number. Such access must be available from a single prompt.

Records can be accessed by the following indexes in cataloging:

- **LCCN**
- **ISBN**
- **ISSN**
- **Control**
- **Field**
- **Title**
- **Author**
- **Subject**
- **LC Class**
- **Dewey**
- **Title/Author**
- **Author/Title**

- **GPO**
- **Music**
- **Series**
- **Barcode**
- **Local Call Number**

__A__ 29. The system must allow for a single standard number index that includes, but is not limited to, MARC fields 010, 020, 022, 024, 028, 037.

__D__ 30. The system must allow for global changes to bibliographic or item records that do not necessarily involve headings in authority records.

Release Date: 4th quarter 2002.

__N__ 31. The system must allow for the creation of work files through the use of a report generator or Boolean search capacity. The resulting file can:

- __N__ Be brought into the cataloging module for easy record updating.
- __N__ Be used with a rapid or batch update capability.
- __N__ Be used with a global change capability.
- __N__ Be used with a purge capability.
- __N__ Be used at any time in the future as a live file of editable records, reflecting the current information as retained by the system at the time of use.

__A__ 32. The system must support multiple mapping tables for importing MARC records.

__N__ 33. The system must be capable of outputting all, or any library-defined subset of, bibliographic records in MARC format. This report must be sortable by library defined fields.

__A__ 34. When importing records via online or batch interface, the system must store and display only those MARC fields that contain data.

__A__ 35. The system must allow for the "cloning" (copying) of existing bibliographic records for easy creation of new bibliographic records.

__A__ 36. FCPL must be able to define the display order and field tags for brief and full bibliographic display.

__A__ 37. It shall be possible to replace records that are incomplete with full MARC records using an overlay procedure without costing copy specific information. It should be possible to suppress the display of bibliographic records in the OPAC.

__A__ 38. The system must have the ability to copy and paste MARC fields, as well as drag and drop them, from one bibliographic record to another.

__A__ 39. The system must be capable of creating a report of bibliographic records, based on operator-defined search criteria and sorted by location and/or call number in the item record.

__A__ 40. The system must collect cataloging statistics and generate detailed reports both online and in hard copy on demand. Time periods for these reports must be Library-defined.

__AD__ 41. The system must generate on demand a variety of lists, including: LC authorities, non-LC authorities, bibliographic and authority records added to the system during a specified time period.

Deviates: Authority record lists are planned for release 4th quarter 2001. Lists of new bibliographic titles are already available.

__A__ 42. The system must generate statistics on records added with breakdowns such as format, language, date cataloged, etc.

A 43. The system must provide a full screen editor for cataloging which allows movement across fields with cursor arrows, block and paste, block and delete, field delete, field undelete, word wrap, and field restore which returns a field to its condition prior to any editing in that session.

To undo changes, the user simply exits a record without saving any changes.

A 44. The full screen editor must expand the 008 and the 007 fields so that its constituent parts can be edited individually and the field then reassembled automatically.

A 45. The system must provide context-sensitive help related to MARC tag information, and also be able to validate automatically the MARC record, or any part thereof, for MARC encoding errors.

A 46. The system must support a master bibliographic record containing all call numbers, notes subject headings, etc. that may be required by different locations.

A 47. The system must enable barcode readers attached to workstations to b used to input data, such as item labels, into bibliographic records.

A1. Copy Cataloging

A 1. In addition to any MARC record loading utilities and interfaces to bibliographic utilities, the system must use the Z39.50 client for Windows to capture MARC bibliographic records and authority records and import them from OCLC and other Z39.50 compliant databases into the catalog editor ready for modification.

A 2. The system's Z39.50 client must be fully integrated with cataloging and authority control.

A/P 3. The system must with one keystroke be able to capture a MARC bibliographic or authority record from any Z39.50 version 2 or 3 server, and without any staff intervention or batch processing do the following:

A/P match imported records against existing catalog records based on library specified match keys

Release Date for Library Specified Match Keys: 3rd quarter 2003.

D notify the operator of any duplicates

Release Date: 3rd quarter 2003.

D assign the call number to the incoming record

Release Date: 3rd quarter 2003.

D allow the operator to replace a matching record with the imported record

Release Date: 3rd quarter 2003.

__P__ replace an on-order record with a full catalog record, without first requiring the library to assign a common match key to each record

Release Date: 3rd quarter 2003.

__P__ index the full text of the bibliographic record for keyword searching

Release Date: 3rd quarter 2003.

__A__ place the captured authority records editor ready for staff manipulation
__A__ assign the format based on fixed field encoding.

__AD__ 4. The system must log to a printer all OCLC exports indicating whether the export overlaid or created a new record on the library's system.

Deviates: This report does not currently exist. However, TLC will create a report to FCPL's specification.

__A__ 5. Record overlay must not affect library-defined local fields.
__A__ 6. The system must enable the operator to:
- __A__ save records to the review file one at a time, or in stated ranges
- __A__ view records stored in a review file using proposer's client software
- __A__ remove individual records from the review file
- __A__ duplicate records in the review file
- __A__ print records in the review file.

__A__ 7. The system must run all imported records from OCLC against the authority files and generate a daily report of headings to be checked.

B. MARC Holdings Records

__A__ 1. The system must support the US MARC Format for Holdings.

__AD__ 2. The system must maintain the US MARC Holdings Records on a separate screen, fully integrated with the MARC descriptive catalog record.

Deviates: MARC holdings for a bibliographic record are included within that record. However, Serials holdings are held in a separate US MARC Holding record.

__A__ 3. The system must display consolidated holdings based on the ANSI Z39.44 Serial Holdings Display format.
__A__ 4. The system must display the full US MARC Holdings Record for staff displays.

Holdings are displayed in the bibliographic record.

__A__ 5. The system must provide a full-record editor for manipulating, adding, editing and inserting any data, including fixed field information, within the US MARC Holdings Record.

__A__ 6. The system must provide labeled forms for manual creation of US MARC Holdings Records.

Holdings are displayed in the bibliographic record.

__A__ 7. The system must allow a US MARC Holdings Record to be associated with any descriptive catalog record stored in the system:

__A__ MARC (monographs)
__A__ Serials
_____ Other _____

__A__ 8. For US MARC Holdings Records associated with serials, the proposer's predictive check-in system must automatically generate the US MARC Holdings Record.

__A__ 9. The system must allow multiple US MARC Holdings Records to be associated, and seamlessly linked, to a single MARC descriptive catalog record.

__A__ 11. The predictive check-in system in the serials module must automatically generate separate US MARC Holdings Records for each location within each library, and associate separate libraries and accompanying US MARC Holdings Records with a single MARC descriptive catalog record.

__A__ 12. The system proposed must allow searches within the PAC to be limited to the holdings of a single library.

__A__ 13. The system proposed must be capable of importing existing US MARC Holdings Records from external sources.

__A__ 14. The system proposed must be capable of exporting US MARC Holdings Records from the system in full US MARC format.

__A__ 15. The system must enable an authorized operator to select records for export.

__A__ 16. Import and export of all US MARC data maintained by the system must be possible without vendor intervention, or additional cost.

__A__ 17. The proposed system must include a Z39.50 version 3 compliant catalog without additional charge.

C. Circulation Control

The Circulation Control module enables FCPL to track the circulation and availability of items within the system and to monitor patron delinquencies.

__A__ 1. This module must be fully integrated with other system modules and features.

__A__ 2. This system should interface with self-checkout systems and automated telephone renewal systems.

A 3. It must use the database maintained by the Cataloging module, so whenever a record is added or edited in Cataloging, it is immediately available to the Circulation module.

A 4. Patron information and "on-the-fly" item entries can be entered directly through the Circulation module.

A 5. The system must support separate circulation privileges by location and patron type.

A 6. The system must feature a single keystroke or mouse click for renewal of materials.

A 7. The system must provide a method of batch processing multiple items. This would allow staff to scan barcodes to change location codes, statuses, etc.

A 8. The system must have independent fine rates and notice production by location and patron type.

A 9. Every patron's record must have a unique ID number that can be in the form of a barcode.

A 10. Circulation must provide for checking inventory status of items which are supposed to be on the shelf, quick access to title/item information for editing the record, and support for managing Hold materials.

A 11. The system must support a status of "claims returned" and " claims never checked out." These statuses must be recorded in the patron record. Information in the patron record should include a simple counter field for number of times claims returned have been made.

AD 12. During the claims returned process, the system shall automatically update the Note field, without the operator having to input the following information manually: the date of the claim, the item number.

Deviates: When an item is discharged from a patron's record with a "Claims Returned" excuse, the item is marked with a status of Lost and the excuse noted. The link to the item record is maintained and the date "returned" is recorded for later use.

AD 13. The system must contain a system of library-defined statuses that can be changed by any authorized operator without programmer or vendor intervention. There must be an unlimited number of statuses allowed.

Deviates: The system has a limited number of defined statuses (this is necessary for the program to appropriately act on items that have those statuses). With release 3.0, there will library definable status qualifiers which can be set up by the library to track the "reasoning" behind the status settings. For example, an item may have a status of "L" (lost) and that status may have a qualifier indicating that it was "Claimed Returned", "Claimed Never Checked Out", "Marked by Staff", "Removed from Circulation", etc. An item that is marked "MS" (missing) by the Inventory process will have no qualifier associated with it, but an item with status "MS" which was inserted by staff action will have a qualifier of "SA". The various qualifiers will have library configurable names for display in the PAC, etc.

B1. Circulation Control Parameters

A 1. The system must permit circulation parameters to be library or Branch specific, library item type specific and/or library patron type specific.

A 2. An unlimited number of patron types, item types, fine/fee types, locations, collection groups, and other codes must be supported without vendor intervention. A difference in any one of these elements can result in an entirely different type of circulation load being invoked.

A 3. The system must be flexible so FCPL staff can modify the information that controls due dates, grace periods, renewal and holding capabilities, fines, overdue schedules and content of overdue notices, replacement and processing costs, and fine increment information.

A 4. Loan rules shall provide options/control for:

- A daily loan periods
- A hourly loan periods with overnight/no overnight privileges and rounded to the hour
- A number of possible renewals
- A length of renewals
- A hold status
- A number and timing of overdue notices sent
- A text of each overdue, hold availability, and billing notice
- A grace period for fines
- A fine rates and time lengths (minimum must be 3 different rates and time periods)
- A default item replacement cost to be used when an item cost is not specified in the item record
- A processing fee

TLC: a processing fee can be added at the time the fee is charged.

- A billing fee

TLC: a processing fee can be added at the time the fee is charged.

- A text of message for adjustments (e.g. patron receives message with adjusted fine after return of lost book).

A 5. FCPL must be able to specify which kinds of materials (and how many of each) may be borrowed by which kind of patron.

A 6. Loan periods must be configurable for all combinations of item and patron types.

A 7. Fines and fees must be definable by FCPL, can be changed at any time and must include charges for photocopies, database searches, interlibrary loan fees, etc.

A 8. Loan periods and due dates must be calculated according to the type of borrower, type of material and library service hours allowing for holidays and hours library is closed.

A 9. The system must permit the parameters to be deleted, overwritten or copied by an authorized staff without programmer or vendor intervention.

A 10. The system must verify the patron and item record data against all tables as the records are created.

A 11. The system must allow for wildcard operators within each parameter to be used for groups of item types, patron types, or locations that utilize the same loan rules.

__A__ 12. The system must include clear audible and visual signals that barcode labels have been read and the information accepted.

B2. Checkout Procedures

__A__ 1. The system must calculate and display the new due date when items are renewed.
__A__ 2. Loan periods ranging from hours to years must be allowed.
__A__ 3. The system must permit the entry of the borrower and item identification, using a barcode scanner or keyboard.
__A__ 4. The system must permit a check digit calculation to assure that the numbers have been accurately entered. The system must alert the operator visually and audibly when the barcode label is incomplete or incorrect.

The user will see the barcode displayed as well as get a message stating that the barcode scanned is not in the database.

__AD__ 5. Authorized staff must be able to access a patron's record by barcode entry, partial or full name search, or any other library-defined/system indexed access point.

Deviates: The Library cannot define patron access points.

__A__ 6. The system must allow for searching of patron files or the bibliographic database without exiting the checkout function or interruption of the checkout process.
__A__ 7. The system must permit the creation of a temporary "on the fly" record for items and permits circulation of materials which are not yet in the database.
__A__ 9. The system must display on the checkout screen: patron name, patron barcode, item barcode, and due date.
__A__ 10. Outstanding blocks with an explanatory message will automatically displayed when the patron record is accessed during checkout.
__A__ 11. Automatic patron blocks must be possible for the following:
- __A__ too much money owed
- __A__ too many items checked out. The system must be able to distinguish different thresholds for different item types.
- __A__ library card has expired
- __A__ excessive overdues as defined by the Library

__A__ 12. FCPL must be able to manually block any patron for library specified reasons via a single character code in the patron record. This code must be completely defined by the library with no intervention from programmers or the vendor.

AD 13. The operator must have the option of printing a due date slip for the patron, from a receipt printer attached to the circulation workstation, which identifies the titles that have been checked out. The slip must include at least the following information: a heading with the library name and phone number, barcode of the item, short title of the item, patrons name or number and due date.

Deviates: A phone number is not printed on receipt.

A 14. The system must provide the option of printing a single slip for each title or one slip that includes a list of each title checked out.

A 15. The system must transfer materials to special borrowers or other locations without counting these charges in the circulation statistics.

A 16. The system must check out multiple items with various due dates after entering a single patron identifier.

A 17. The system must list outstanding holds for a patron on demand.

A 18. The system must alert the operator if a patron barcode is entered when an item barcode is expected and vice versa.

A 19. The system must detect items that have not been checked in and audibly and visually alert the operator allowing for a check-in/checkout function.

A 20. From a standard checkout screen, with only one or two simple keystrokes/mouse clicks, the system must allow an authorized operator to:

- A renew items
- A search patron records
- A update/edit patron records
- A collect fines, either in full or any form of partial payment
- A place a hold
- A display a patron's fine account, fine history, claims returned history, hold list, overdue list, currently checked out list, interlibrary loans list
- A search the patron file by any index point

A 21. The overdue list available to the operator at checkout must include a running total of accruing fines as of that minute.

AD 22. The display of blocks and other patron transaction history shall be sortable by column (i.e. by due date, transaction location, transaction type).

Deviates: All blocks are hyperlinked to the problem area. For example, if a patron has reached the maximum limit for an account balance (the account will keep accruing fines) the user simply clicks "account balance" (the block) and the screen switches to the charges tab which lists all items that a fine has been charged for.

A 23. The system must allow transfer between functions (checkout, renewal, fine listing/paying, overdue lists/accruing fines, holds/place a hold, edit patron record) without severing the patron link.

A 24. The system must permit the checkout of items with library-defined statuses (e.g. in circulation, lost, missing, etc.) without interruption.

A 25. The system must permit operator entered alternate due date to remain valid for the duration of the patron's transaction. The system automatically reverts to the default due date when a new patron barcode is scanned.

N 26. With only 1 or 2 keystrokes/mouse clicks, the system must allow an authorized operator to merge two patron records into a single account (a source record and a destination record). When performing this operation, the system shall merge all fines, overdues, holds, and related patron history into a single account. The system shall automatically update the notes field to indicate the source record and when the merge transaction occurred.

A 27. The system must automatically visually and audibly alert the operator in the event of a patron or item block. Such block must require operator acknowledgment before checkout can proceed.

A/N 28. All blocks must have the option to be overridden by an authorized operator. Overrides must be recorded in a special file for later review. Information in this file must include date, time, location, initials of the overriding staff member and patron name and number.

Overrides are not recorded.

A 29. The system must automatically block the circulation of items that point to a non-circulating loan rule or which have a status of "In Library Use Only."

A 30. The system must check to see if an item is being held, blocking the checkout to all but the requesting patron if an item is in the hold file. The system must allow an authorized operator to override the block and checkout the item without altering the hold queue (patron for whom the item was trapped remains at the top of the hold list). Authorized staff must also be able to override this block, checkout the item and alter the hold queue (patron for whom the item was trapped is deleted from the hold list).

A 31. The system must support self-checkout.

A 32. There must be a batch checkout and check-in mode that does not stop for each fine transaction during check –in.

A 33. A method of auditing fee collection activities must be included in the software.

A 34. New patrons must be able to charge materials immediately upon receipt of their library cards.

A 35. An audible and/or visual signal must occur if a borrower is not registered or if a card's privileges have been revoked or blocked.

A 36. Circulation must automatically block checkout of materials to borrowers who have a library-specified number of items overdue, a specified number of items already checked out or who have unpaid fines/fees over a specified amount.

B3. Renewals

A 1. The system must allow renewals to be performed from a checkout screen without moving to a renewal screen. The same controls as exist for checkout must apply to renewals.

A 2. The system must display onscreen the original date of checkout, the item's location code, a brief title and the item barcode.

A 3. The system must allow the operator to renew all items or a specified list of items, including gaps such as items "1, 3-5," etc. The user must be able to select these items by pointing and clicking on them.

A 4. The system must allow for renewals without either the patron or item being present.

N 5. The system must allow for renewals by scanning item barcodes randomly. The system shall not require the operator to determine in advance the identity of the original borrower before proceeding with the renewal transaction. The system must then determine on an item-by-item basis, the patron possessing the material and whether to permit that renewal, based upon all standard, library-defined rules.

A 6. The system must block item renewal if the patron is delinquent, the title has a hold registered against it, the renewal limit has been reached, or an item is restricted in some other way.

A 7. The system must check borrower and item records for any exceptions during renewal.

A 8. The system must automatically calculate a new due date based on library set parameters for renewals.

A 9. The system must allow the renewal of overdue items without leaving the renewal function, but any fines due must be added to the patrons record.

A 10. The system must allow the operator to change manually the due date of renewed items.

A 11. The system must permit automatic online renewals by patrons from a PAC or by remote login.

A 12. The system must be compatible with automatic online telephone renewal systems.

A 13. The system must audibly and visually alert the operator of a patron or item block. The operator must acknowledge the block before the renewal can proceed.

A 14. All blocks must have the option to be overridden by an authorized operator.

A 15. The system must allow the Library to restrict the number of renewals that can be made by a patron according to patron or item type or the item's location.

AD 16. The system must audibly and visually alert an operator when the item a patron is attempting to renew is checked out to a different patron.

Deviates: Library•Solution requires that the patron record be accessed before renewing an item. Staff instantly see whether the patron has the item checked out.

B4. Check-in

A 1. The system must alert the operator audibly and visually when items checked in have one of the following statuses and require operator acknowledgment before proceeding with the check-in:

- A on hold
- A needs full cataloging
- A lost item
- A missing item
- A not returned to correct location
- A other library defined message
- A belongs to another location

A 2. The system must provide the operator the option of initiating a transaction print as a receipt for the patron.

A 3. The system must allow for a book drop type check-in that allows an authorized operator to set the date and time of check-in. In this situation, barcodes are scanned in bulk. The only screen display or audible signal is for returned materials with a hold, special note(s), owned by another location or needing full cataloging.

A 4. During check-in operations, the system must accommodate transactions such as "claims returned" or "claims never had," missing," and a variety of other missing status codes, and provide reports of items so identified.

AD 5. The system must alert the operator audibly and visually with an explanatory message if the item being checked in belongs to another location. Options should include: check-in the item, don't check-in the item, check-in the item and set the status to In Transit, and don't check-in the item and set the status to In Transit.

Deviates: Library•Solution informs the user to send to the owning branch. If the user wants to check out the item to another patron the user has the option to override at the time of check out.

B5. Circulation Control – Fines

A 1. The system must allow the Library to set independent parameters for fines, notice production, etc. Rates may vary according to location, item type, patron type or a combination thereof.

A 2. The system must allow an authorized operator to attach a special block or fee to a patron record for any reason. A free form text message may be associated with the block.

AD 3. The system must clear patron records of fines by at least the following parameters. Cleared records may be purged.

- AD charges incurred before a certain date
- AD charges less than a certain amount
- AD specific types of charges only
- AD specific item locations only
- AD patrons of a certain type
- AD patrons in a library-specified file

Deviates: All charges listed above can be manually waived accomplishing the same end result.

N 4. Once patron fine records are cleared, such charges may be purged at the library's discretion.

A 5. The system must calculate and display fines at the time of check-in or renewal. Full or partial payment must be accepted at check-in or checkout.

A 6. The system must print receipts for fines paid showing date, time, amount, and items for which money was received and patrons name or barcode number

A 7. All patron accounting transactions must be date stamped.

A 8. The system must permit an authorized staff to waive or modify system assigned charges.

A 9. The system must permit an authorized staff to access online the patron's fine and payment record, itemizing the details of each item. Detail should include at a minimum: invoice number, type of charge/description, amount due, amount paid, and date of activity. In addition to the above, overdue charges should include the call number, author, title, barcode, date checked out, date checked in, date returned. Any and all exceptions should be described.

Fine history includes: item barcode, title, author, payment description, amount tendered, amount waived, and the date the fine was paid. Only active charges that have not been paid or waived display amount due, date checked out, date returned and call number.

A/P 10. The system must maintain a daily record of fines or fees levied, fines or fees waived, fines or fees collected by agency and by collectors, and be capable of providing a cash box total by workstation for the purposes of balancing with a money drawer. Staff must be able to print this information.

Release Date for Cash Box: Unknown.

A 11. The system must have the option, on a transaction basis, to check in materials without assessing a fine.

N 12. When displaying fine accounts on the screen, the display must be storable by any column on the page, including date, location, fine amount, and transaction type.

A 13. A patron's total fines and/or fees due must be accessible without paging through the fine payment history.

A 14. An authorized staff member must be able to view an individual fine in a patron record. The display should include, but not be limited to

- A item barcode
- A title
- A check out date
- A check in date
- A fine amount
- A data related to partial payment

A 15. The system must have the ability to keep a history of a patron's fine payments that includes the amounts charged, amounts paid and dates. This fine payment history must be stored for a Library specified period of time and authorized staff member must have the ability to print this fine/payment history.

A 16. A patron's fine balance when viewed from a PAC or from remote login must reflect the current balance due.

B5. Circulation Control – Notices

__A__ 1. Notices generated by the system must include overdues, fines, bills, final bill (replacement) notices, recall, hold availability and hold cancellation, statement of charges, and statement of checked out items that are not necessarily overdue.

__AD__ 2. The system must allow an authorized user to produce notices from any workstation. These notices once ordered, shall be automatically produced by the system.

Deviates: The notices are automatically produced on screen. However, the user must initiate the printing of notices.

__D__ 3. The automatic production shall include the patron-chosen notification format, whether paper, telephone message or e-mail.

Release Date: November 2001

__A__ 4. The system must allow an individual branch library to elect whether or not to send fine notices.

__A__ 5. The system must generate automatically on demand a final notice incorporating the replacement price of the item.

__A__ 6. All notices must include the call number, item barcode, title and author from the appropriate item record and the patron's name or barcode number.

__A__ 7. FCPL must be able to specify the sizes and formats available for notices.

__A__ 8. The system must allow FCPL to determine the message text of all notices and to modify them at anytime without vendor or programmer intervention.

__A__ 9. The system must permit multiple items (no less than eight on a single 8.5 by 11 sheet) to be included on a single notice.

__A__ 10. The patron's record must store the amount and type of notices that have been sent to that patron.

B6. Circulation Control – Lost Books

__A__ 1. The system must allow an authorized operator to change the status of an item from "checked out" to "claims returned," "missing," or "lost."

__A__ 2. If an item with the status of "claims returned" or "missing" or "lost" is returned, the system shall allow the library to define whether or not a fine will be generated.

__A__ 3. When a status is set to "lost," the system must allow an operator to elect whether or not to generate a bill.

__A__ 4. The system must permit an operator to remove any and all statuses from the item record.

B7. Circulation Control – Holds

A 1. The system must allow holds to be placed by title such that the first available copy will fill the request and by item such that only a designated copy will fill the request.

A 2. The system must allow holds to be placed on items with a status of "on order." These items must automatically be flagged when they are through being processed, alerting staff of the existing hold.

A 3. The system must prevent a patron from placing a hold if the patron has any blocks. An authorized operator must be able to override this feature.

A 4. Staff, patrons at a PAC station, or remote patrons must be able to place a hold request for a title.

A 5. The system will only allow hold requests to be placed for items that are in the circulating collection.

Authorized staff can override and place the hold anyway.

A 6. A hold placed from any workstation, PAC or remotely must be immediately reflected in all system modules.

A 7. An unlimited number of hold requests must be maintained for a single title or item.

A 8. The holds queue must be displayable and printable for a title or item upon request from any staff workstation.

P 9. Patrons must be able to specify a date after which a hold should be cancelled.

Release Date: Unknown.

A 10. The system must support copy specific holds or allow selection by location and media type.

A 11. The system must provide on demand a printed list of all titles on hold, with the number of holds for each item and title.

A 12. The system must alert staff that items are currently on the shelf or have been checked –in when holds are placed on those items.

AD 13. The system must automatically cancel holds after the hold's expiration date has passed. This cancellation must not be dependent on running a special job or program to cancel the hold.

Deviates: Library•Solution provides a date of expiration. This enables the end user to get a listing of expired holds in order to verify if the patron still wants the item.

D 14. The system must also allow holds to be canceled manually by staff or by the requesting patron from a PAC station or remote logon.

Staff can manually cancel a hold. This feature will be made available to patrons through the PAC in 2002.

A 15. The system must block a patron from placing multiple holds on a single item and title. Authorized staff must be able to override this block.

__P__ 16. The system must allow the Library to set a threshold for the number of holds that a patron may have.

Release Date: Unknown

__A__ 17. The system must allow for holds to be placed on items that are not checked out, but held at another Branch or location.

__P__ 18. The system must allow for specifying any material format as not available for hold.

Release Date: 2002

__A__ 19. The system must not permit a patron to insert a recall command when placing her/his own requests.

__A__ 20. An authorized operator should easily manipulate the hold queue. The system shall require no more than two keystrokes or mouse clicks to move a patron to another position. However, once the next patron in a hold queue has been notified of the availability of the item, that patron cannot be removed from the head of the hold queue.

__A__ 21. The system must support patron-elected, automated, telephone, and e-mail notification systems for hold pickup notices.

__A__ 22. FCPL must be able to set and change the automatic expiration date calculation for holds without vendor intervention.

__P__ 23. The system must provide statistical records of holds placed, filled, not picked up, and not filled.

Release Date: 2002

__A__ 24. The system must audibly alert the operator when materials on hold are renewed or checked in. The renewal must then be blocked if holds are found. When this occurs the system must display, on the screen, the name of the patron placing the hold, the title of the item, the barcode number and the location of pickup. A notice should also be automatically be placed in the print queue to send to the patron.

__A__ 25. At the point of check-in the system should allow a slip to be printed with the name of the patron the item is on hold for so that the slip can be placed in the book on the hold shelf.

__A__ 26. The system must permit authorized staff to view online the patron record for whom a particular item is being held.

__A__ 27. The system must produce notices, printed and e-mail, alerting patrons of held materials, including the pick-up location, the title of the item and the last date the material(s) will be held.

__AD__ 28. The system must monitor the length of time items sit on the hold shelf. If the time exceeds the number of days defined to hold, the hold must be canceled and at the library option, an appropriate notice sent to the patron. If there are other patrons in the hold queue, the system shall alert the operator in the identical manner as any other trapped hold.

Deviates: Library•Solution tracks how long a patron has waited to pick up an item from the hold shelf, but an authorized user must make the decision to delete the hold, or move the patron to the next person in line, or the last person waiting on the item.

A 29. The system must generate a "purchase alert" when the ratio of holds to the number of available copies and/or the number on order exceeds a Library-set threshold.
A 30. Holds must allow for pickup at either main or Branch libraries, and alert operator to the pickup location.
A 31. The system must allow holds to be placed by title such that the first available copy at any location will fill the request.

D. Public Access Catalog

The Public Access Catalog (PAC) module enables staff and patrons to access the bibliographic files of the Integrated Library System according to library specified parameters, via all system workstations, PACS and remote Web access.

A 1. The PAC module must be fully integrated with all other system modules and include the following:
- A full cross-referencing
- A graphical interfaces
- A various search modes, from easy to advanced
- A complete or partial word searches
- A keyword searches (with Boolean logic operators)
- A subject searches (with Boolean logic operators)
- A search delimiters – publication date range, material format, etc.
- A Internet access supported
- A bibliographies

A 2. The system must provide full indexing for the PAC; i.e., all words in all fields of the bibliographic record must be keyword indexed.
A 3. The PAC must be Web-based and require only a standard Web browser (e.g. Netscape or Internet Explorer). The Web catalog shall not require a vendor-supplied specialized browser or client, either for the adult or children's catalog.
A 4. All bibliographic fields must be full text searchable; i.e., every word of the searchable fields must be indexed, allowing the user to choose keyword and/or phrase searching as appropriate.
A 5. All PAC displays including summary screens and bibliographic displays must be designed to be easily understood by users. Display contents must be modifiable by the library and easily changed without vendor intervention.
D 6. PAC users must be able to place holds and specify the location for material pickup.

Release Date: November 2001

D 7. FCPL must be able to block specific items from PAC searches.

Release Date: November 2001

A 8. PAC users must be able to build and sort a bibliography on the system and then save it by printing, downloading it to disk or emailing.

A 9. The PAC must automatically return to a "start screen" after a Library determined period of inactivity.

A 10. When the system detects more than one record that matches the search criteria, it must display a count of all the matches and a screen list of titles from which to choose.

A 11. Patrons must be able to view their own record, place a hold or renew items already checked out from any PAC workstation or when using the PAC remotely.

A 12. Actual wording of item status display should be modifiable by the library and (at the library's discretion) items with selected statuses, such as long overdue, lost or missing, should be configurable not to display at all.

A 13. Special versions of the PAC and help screens (children's, large print, etc.) should be configurable by the library.

A 14. Special interfaces, such as talking terminal or TTY interface must be available.

This can be provided by third party hardware.

A 15. The PAC Web screen shall allow the library to define and insert automatic links to other library-selected content-provider pages, e.g. lists of book reviews, retail trade information, and book jacket illustration, etc.

AD 16. The system must be Unicode-complaint and correctly display Unicode-base fonts in the PAC.

Deviates: The system currently displays diacritics in the PAC. Full Unicode support is currently not available.

A 17. The PAC shall offer a minimum of 2 formats: public view and staff view. In the staff view, the system shall provide information about the bibliographic record as is available in the cataloging module including, but not limited to record number, creation date, revision counts, date of last modification, and record location code.

A 18. The PAC must be integrated with other subsystems (e.g. circulation, cataloging, etc.), i.e. the item display must include the circulation status, or order status, as appropriate.

A 19. The system must allow FCPL to define menus, summary screens and bibliographic and item record displays.

A 20. The system must allow the patron, through simple search queries, to determine whether items are owned, where they are located and whether or not they are available with the item's current status shown in real time. File reorganizations or overnight or other kinds of batch processing that are required for the system to reflect a change in an item's status are not desired and should be described in full.

A 21. PAC workstations must be restricted to "read only" in catalog holdings, status, and patron information.

A 22. The system must not use special labeled keys, derived search keys, or function keys as the sole method for searching.

A 23. The system must allow the patron the ability to jump backward and forward to any prior point in a search path without having to retrace the entire search.

P 24. The system must allow the patron to move from one bibliographic description to the next without having to return to a browse list to select the next title.

Release Date: Unknown

A 25. The system must automatically retrieve variant spellings (e.g., labor and labour).
A 26. The system must offer the user the option of turning a title or subject "browse" search into a keyword search without requiring the user to re-key the search terms.
N 27. Numbers in titles must display in correct numeric sequence as integers, rather than by ASCII sorting rules.
A 28. The cataloger must be able to program a new item delay, so that there will be time to shelve the item before it shows up in a PAC search.
A 29. PAC workstations must be configurable to prevent the user from exiting the PAC software by entering a library specified password.
A 30. The searched item must be highlighted in the retrieved records.
A 31. The user must be able to initiate a new search from any screen or click on the New Search "button" on the screen.
A 32. Users must be able to initiate new searches from a record on the screen by "lateral searching" or choosing the search terms from a record on the screen.
A 33. The system must include a library-defined list of stop words that will not be accepted as search terms. This list will be transparent to the user, and the system must prompt the user with appropriate suggestions when the user attempts to search with stop words.
A 34. The system must enhance searches by providing "see" and "see also" or "broader: and "narrower" references when appropriate.
A 35. The system must automatically adjust user's keyword searches when no records are retrieved in an attempt to provide a system response beyond a null set, re-executing the search by inserting a Boolean "AND" or "OR" between the terms, executing a truncated wild card search beginning with the first two letters of the first keyword and/or executing a truncated wild card search beginning with the first letter, plus "a" of the first keyword, proceeding through the alphabet until a hit is retrieved.
A 36. If no matches are found, the system must in addition to displaying a browse list, also retain on the screen the term or terms used in a search until the user enters another search term (allowing errors in input).
P 37. From the full record display, with a single mouse click, the system must have the ability to display books shelved next to the selected record in true shelf list order with an option to browse backwards and forwards through the index.

Release Date: Unknown

A 38. For each pre-defined location, the system must display holdings for a defined location first in an item –level browse list. Optionally, the system must provide the ability to display only the holdings for a defined location and no others unless the patron requests other holdings information.
A 39. Function logic and selection logic options must be consistent on all screens.

A 40. The system provides for library-defined mapping of MARC records to the PAC display, with full selection of the screen labels, as well as which MARC fields shall be included in each library defined label and index.

A 41. The system allows for definition of PAC display constants based on MARC tags and indicators.

N 42. All searches done by users must be logged automatically by the system, and the system must prepare reports that analyze these searches by location, by type, by time, by popularity of terms used, and produce a list of all searches that do not retrieve specific records matching what the user keyed. These reports must be available on demand in text and graph formats, and be printed or displayed to a workstation.

A 43. All records must be indexed and available in the PAC when added to the system in cataloging, from a bibliographic utility, or via a Z39.50-based transfer. All indexing shall be completed via online/real-time processing.

A 44. The system must allow the library to specify any MARC field or any identifiable portion thereof for inclusion/exclusion into any index to the database.

A 45. The subject index must index each subject subdivision individually (e.g., a search of "France" will retrieve all subject headings that include the term "France" regardless of its location in the complete subject term.)

A 46. The system should index a term regardless of how many times it occurs in the system including the keyword index. Any limitations on indexing terms based on their frequency should be described in full.

A 47. The system must have the option for workstations in branch or the Headquarters Library to display branch or Headquarters holdings first or only those holdings.

C1. PAC – SEARCHING

A 1. Patrons must be able to limit a search, either initially or secondarily, by year of publication (range of dates), publisher, language, item type, item category (e.g. mystery, fiction, nonfiction etc.), publication format, adult or juvenile, or location.

A 2. The PAC must support keyword searching of all title, name, subject, notes and selected number fields (individually, in combination, and/or across all fields) in the bibliographic record.

A 3. The PAC must display the number of occurrences of a keyword in the database.

A 4. Staff and patrons must have the ability to specify the fields to be searched.

A 5. The system must normalize searches so that results are not affected by upper and lower case, diacritical marks, use of upper and lower case letters, use of leading articles, minor variations in punctuation, or spacing.

A 6. The system must allow name, title, genre, and subject searches, with no requirement that users enter a full heading or derived search keys.

A 7. Keyword searching must allow for truncation (e.g. comput* would search for all variations).

A 8. Keyword searching should not have to be an exact match search. If no results are found, terms should be dropped in order to attempt to find results, favoring the most specific results.

P 9. When a user enters an invalid term, the system must display a readable message describing the cross-reference. The user must then be able to conduct that search by clicking on it, and without having to re-key the search.

Release Date: Unknown

A 10. The system must retain, on the screen, the term or terms used as a search argument for an inquiry against the database to allow checking for errors in input if no matches are found and to validate which terms were found in the system.
A 11. The system must have easy-to-follow, patron friendly prompts throughout the inquiry process.
A 12. The system must display on one screen without scrolling, the options for the next stage of a search process as each preceding stage is completed.
A 13. The system must allow string searches. That is, the system allows users to enter keywords without Boolean connectors and process a search as if Boolean connectors were used. For example, "United States Supreme Court" will retrieve records containing this specific phrase.
A 14. The system must allow multiple terms to be joined by using Boolean operators (e.g. AND, NOT, OR, NEAR, SAME, WITHIN, and ADJ) and linking operators (e.g. AND NOT).
N 15. The system must enable searching using relational operators (e.g. less than, greater than, equal to, less than or equal to, greater than or equal to and not equal to.
A 16. The system must permit browsing through the catalog by allowing users to enter the best available form of search arguments and then display index entries that are alphabetically close to the terms entered.
A 17. The system must inform the user of the number of records that satisfy the search specifications and display brief bibliographic data for them as specified. The user should then be able to page forward and backward through the individual records.
A 18. The system must allow the user to return easily via a single click to the browsing mode or the search mode, by using an on-screen button or the 'Back" button in the browser.
A 19. The system must automatically include "see" and "see also" references in the alphabetical listing of the authority forms in the authority list to direct the patron to the valid form.
A 20. From the display of one record, the system must offer the option of displaying related works.
A 21. The system must be able to display records for items with a status of "on order."
D 22. The library must have the ability to suppress the display of any title or copy while retaining the record in the database for staff display.

Release Date: November 2001

A 23. All searches done by PAC users must be logged. The system must generate reports that permit authorized library staff to analyze patron searches. Statistics on the types of searches patrons do and the time (hour of the day) when searches are performed should also be reported. These reports and statistics must be sortable by location.
A 24. Bibliographic records for the same title must display from newest to oldest.
A 25. The system must enable search nesting through the use of parentheses.

C2. PAC – Search Results

__A__ 1. All searches must result in either the display of a record or a browse list. The system must not respond with a negative "no hit" message.

__N__ 2. A title search that points to a single bibliographic record will display that record in full, including specific copy/holdings information *on the first screen*. The system must not display a title with a reference to the linked items, or a browse list.

__N__ 3. A name search that matches a single name must display a list of that author's titles and not a browse list of authors.

__A__ 4. The item status screen must display the call number, location and status without having to key a separate request for this information. Other item status information must be library-defined.

__A__ 5. There must be an option to display brief bibliographic records, full bibliographic records or MARC records.

__A__ 6. FCPL must be able to define the display order and field tags for the brief and full bibliographic display.

__A__ 7. A title browse list must display location, call number, and shelf status or at the user's option, omit these details.

__A__ 8. Item status information must display automatically with a bibliographic record. It must never be necessary to request status information as a second step after bibliographic information has displayed.

__A__ 9. It must be possible to apply 'limit by' capabilities to search results with multiple headings by any field in the MARC record (e.g., limit all subject headings retrieved). Limit options should include at least the following:

- __A__ language
- __A__ material type or format
- __A__ publisher
- __A__ where the item is located
- __A__ year of publication
- __A__ nature of contents
- __A__ juvenile materials

__AD__ 10. Search results from a keyword search must not return the same bibliographic record multiple times.

Deviates: If an alternate title is located in the bibliographic record, both titles will be returned (this is done because the end user may not know both titles).

__A__ 11. The system must not return a bibliographic record that has all attached items marked for suppression of display.

__A__ 12. The system must allow the user to perform multiple limits on a single search, and to back up to a previous limit level in order to refine further a search query.

__A__ 13. The system must have the option for search results to display only those titles held in the location from which the search was executed.

__A__ 14. A patron must be able to easily repeat a search (via a pull-down menu) against another location or against the entire shared database.

A 15. The search strategy and number of hits returned by each search must be displayed.
A 16. The system must enable the user to page back and forth within the list of records retrieved by any search.

C3. PAC – Printing and Downloading

A 1. The PAC must permit printing from the screen. A full sheet of paper must be used.
A 2. Printing must be available either to a printer attached to the workstation or to a shared printer on the network.
A 3. When accessing a printer from remote terminals, users should be able to select their own printer attached to the remote computer.
A 4. The PAC must have a method of printer access control that prevents unauthorized printing or limits the number of citations printed, as determined by the library's policies.

This feature is available with the purchase of Secure•Solution. See the cost section for details on this unique product.

A 5. The system should allow patrons to download information from the PAC to a disk or send it via the Web to their personal email account.
A 6. The number of pages that will be printed will be displayed before printing. The user will have the option to cancel the print job after the number of pages are displayed.

C4. Access to Other PACs and Databases

A 1. Accessibility to other library PACs, library-licensed databases, remote networks and the Internet must be available through the PACs, whether such stations are located in the library or remote.
A 2. The PAC must accommodate remote PCs via a web browser over the Internet. The system must use the same user interface and/or search strategies that are specified for local or remote public access workstations.
A 3. The system must provide a listing of accessible databases from the initial PAC screen.
A 4. When the user chooses to access a database through the PAC, the system should require the patron to identify himself/herself by ID number and optionally a PIN.
A 5. The system must use library-defined parameters from the patron database to determine whether this patron may be allowed to access the chosen database.
AD 6. The system must maintain a complete statistical package describing the database usage counts, including time of day, workstation location, databases accessed and the patron types accessing them. The data for these reports shall be automatically compiled and saved by the system and be immediately retrievable by a browser-based, point-and-click, report generator.

Deviates: Library•Solution accommodates all of the above except workstation location, databases accessed, and patron type of the user searching. Reports are all generated through the Reports module, which is not browser based.

A 7. The system must accommodate standard communications protocols and networks, in particular, Ethernet TCP/IP compatibility.

A 8. The system must provide for Z39.50 Client/Server interfaces. The system must have had a fully functioning Z39.50 module in current release and installed in libraries for the last ***four*** years. Alpha or Beta test sites are not considered valid fulfillments of this requirement.

A 9. The system should offer the ability to broadcast multiple Z39.50 searches at one time with the ability to view results by responding server.

Serials

A 1. The system must include the following capabilities:

AD ordering

Deviates: All ordering is done through Acquisitions.

A check-in
A claiming
A routing
AD fund accounting

Deviates: All accounting is done through Acquisitions.

A report generation

AD 2. The system must provide the ability to search for serials records by at least title, variant title, call number, ISSN, publisher, vendor, location, uniform title, corporate author/title, conference title, linked title, keyword, subject, or bibliographic utility assigned number.

Deviates: All searching for the following can only be accomplished through the cataloging module: publisher, vendor, location, uniform title, corporate author/title, subject, and bibliographic utility assigned number.

A 3. When the issue the operator has in hand is the issue that is expected, a single keystroke records the receipt.

AD 4. With each check-in the system must automatically record the issue chronology, record the date received, record the number of copies received and claim any copies expected and not received and any issues skipped.

Deviates: The user must initiate the claiming process.

A 5. The system will predict issue chronology and enumeration based on a pattern entered in the control record by the operator. This pattern provides for up to four subdivisions in the enumeration.

A 6. Custom naming patterns can be also be established for each control record. For example, date (April 30, 2001), month (May), Season (Summer), and numeration (v.1 #3).

A 7. The system must allow modification of the expected receipt date information and the pattern at any time.

A 8. When checking in an issue, if the received issue is not the expected issue, but does conform to the predicting pattern, the system proposed must enable the operator to simply override the predicted number.

A 9. If the issue received does not conform to the predicting pattern (e.g. a special supplement), the operator can enter the issue designation overriding the prediction.

A 10. The system must have the ability to show gaps in holdings.

N 11. The system must be able to print listings of gaps in holdings.

N 12. The system must be able to distinguish among multiple copies from the same or different sources.

A 13. The system must support the check-in of multiple copies of an issue on a single check-in screen even when these copies are accommodated in separate records.

A 14. The system must be able to automatically summarize individual issue holdings into a consolidated statement of holdings.

A 15. The system must be able to display the enumeration and chronology of the most recent issue of a title recorded in the system on a copy specific basis.

AD 16. The system proposed must detect duplicate orders for all formats and alert the operator.

Deviates: The system does detect duplicate orders. However, all ordering is done through Acquisitions.

A 17. For titles with a predictable pattern of enumeration and chronology:

- A check-in of issues earlier or later than the next expected issue must be possible using a minimum number of keystrokes
- A the operator must not be required to key any data into the check-in screen except to indicate the number of copies received when this more or less than the number of copies expected by the system
- A check-in of issues earlier or later than the next expected issue must be accomplished by the operator keying adjustments to the expected issue information displayed.
- A accept the change of pattern of enumeration or chronology by authorized operator
- A be able to archive old check-in information and automatically create a new check-in screen

A 18. For titles that do not have a predictable pattern of enumeration or chronology, the system must function so as to require a minimal keying of data by the operator.

A 19. The system must be able to accept check-in data by scanning the barcode issue identification printed on serials, as well as by operator keying.

A 20. Recognition of overdue issues must be available regardless of whether or not the title is received on a paid subscription.

A 21. The system must maintain the following subscription information:
- A copies and issues to receive for each subscription
- A expiration of each subscription
- A vendor for each subscription
- A order record for each subscription

A/N 22. The system must support a variety of selection criteria for generation of multiple claims, including, but not limited to:
- N claims to a specific vendor
- A claims for issues that ought to have been received by certain dates
- A all claims

Statistics

A 1. The system must provide separate and combined statistics and generate detailed reports both online and in hard copy for all locations.

A 2. At a minimum the system must collect the following statistics:
- A total number of searches
- A number of searches by type of search
- A number of searches against each section of the classification schedule
- A number of searches attempted in other databases
- A help requests
- AD number of citations printed and/or downloaded

Deviates: This requires a third party software.

A 3. Statistical reports must be available describing utilization of the collection (or parts of it) to aid in new item selection, weeding, storage decisions, etc.

A 4. The system must also collect the number of times each item has been checked out. This figure must be sortable by location.

Reports

A 1. The system shall provide a wide variety of standard reports that are derived from data that the system automatically compiles. These standard reports should be generated on demand from menu options.

A 2. In addition to the standard management/statistical report capability the system must contain an easy-to-use report generator that does not require special training to use and is provided as a base element of the proposed system. Reports generated by this utility may not contain lists of dead reports, as they existed at the time of report compilation.

A 3. These reports shall come from a statistics set automatically compiled by the system, and retrievable, sortable, and produced by a point-and-click, Web based interface. This report writer facility shall be available externally to and in addition to the system's custom report generator.

A 4. The system must not maintain basic statistical information in item or patron records so that those records can be deleted/purged at any time without impacting on current historical statistics.

A 5. Patron statistical information may be obtained from a specific field or a combination of fields on the patron record (status, location, issuing agency, last activity date, etc.).

A 6. The following reports must be standard reports that are available without any customization:

- A number of patrons currently registered, by patron, status, type issuing agency demographic data, and date the card was issued
- A list of items by location and Library defined status (e.g. lost, missing, etc.)
- A reports on overdue materials based on Library-selected parameters (e.g. patron type, number of days overdue, etc.)
- A total number of bibliographic records and items in the database by location or library unit
- AD number and type of transactions by workstation

Deviates: TLC can customize any reports for the library that are not provided with the software at no additional charge. TLC cannot track statistics by workstation. However, tracking could be done by user name.

- A list of items that have not circulated in a specified period of time
- A list of items with "lost" and other statuses that are specified by the user

A 7. The system must be able to print by location and/or system wide and in shelf list order, reports of all items circulated less than a user specified number of times to facilitate collection weeding.

A 8. The system must be able to generate fiscal and year end reports. FCPL must be able to define its year-end.

A 9. The system shall produce a report, on demand, sorted by location and call number, for a specified call number range of records to facilitate collection development.

A 10. The system shall report an inventory of any portion of the collections, by scanning items on the shelves using a portable optical reader or by printing a report in shelf list order that includes all current statuses.

A 11. The system must generate reports that are library specific or include a defined set of locations.

A 12. The system must allow reports to be generated and printed at a central site or remotely.

A 13. The system must allow data to be collected and reports created and scheduled for different time blocks (hours, days, months, years), stations or locations.

A 14. The system must allow overdue item verification by generating a list of all overdue items in shelf list sequence by library location so that the shelves may be checked before overdue notices are sent. The system must provide for limiting this list to include only newer overdue items (FCPL specifies the number of days).

A 15. FCPL must be able to specify the number of overdue notices and reminders prepared and printed for each overdue notice. All overdue notices must show the date due, author, title, call number, and barcode number. This notice must also contain a free text space where FCPL can design what text the notice will include. The vendor must indicate how many lines and/or characters this free text space contains. **255 can be saved.**

A 16. Overdue notice generation must be controlled automatically by library specified intervals between notices. The stored calendar of days of operation must be consulted by the system before overdue and other notices are printed.

A 17. The system must provide for the printing of billing and hold availability notices. Billing notices shall display the due date, author, title, call number, barcode number, cost of replacement, processing cost and other FCPL specified charges.

D 18. The system must provide for the electronic notification of overdue and billing notices, and hold availability notices.

Release Date: November 2001.

N 19. Staff must be allowed to schedule printing of any notices or reports at any specified date and time including off hours in unattended operation after printer and stock have been aligned.

A 20. A report must be available that lists outstanding overdue items with a date to be specified by FCPL.

A 21. The system must be able to discharge long overdue items by declaring them to be lost and billing the borrower accordingly.

A 22. The system must allow for modification of text of all automatically generated notices after initial set-up without vendor intervention.

A 23. Authorized personnel must be able to generate printed lists of all of their delinquent borrowers, delinquent borrowers in a certain category (such as by patron type, or over a specified number a books).

A 24. The system must be able to suppress the production of overdue notices on items with missing, claims returned and other statuses specified by FCPL.

A 25. The system must enable an authorized user to produce lists and counts of serials issues checked-in, claimed, and/or to be claimed.

P 26. The system must enable an authorized user to produce a variety of statistical reports including number of serials titles, copies, issues checked in by period, claims issued by type, supplier, etc., and titles without current subscription.

Release Date: 2002

N 27. On any database reports involving materials FCPL staff must be able to select items for inclusion based on any combination of bibliographic information and on any combination of control information (e.g. number of circulations, number of holds).

A 28. The system must enable an authorized operator to specify the starting date and time and ending date and time which the report is to cover on reports involving historical data.

A 29. The system must be able to print a report that lists items with a publication date older than a library specified date and also items published within a library specified range of dates to assist in collection weeding. This report would list the call number, title, date of publication and location.

Inventory

A 1. FCPL staff must be able to monitor the inventory status of any portion of a library's collection.
A 2. The inventory process must identify items accounted for in inventory checks, items found on shelf with a "non-shelf" status, incorrectly shelved items, and items which the database indicated were on the shelf, but were not found by the inventory scanning process.
A 3. The inventory date must be added to the item record for each item inventoried.
A 4. Inventory must also identify bar-coded items found on the shelves for which there are no item records in the database.
A 5. It must be possible to load the inventory results obtained by using an optical scanner into the system and have them compared against the database and transaction file of the library (circulation records compared with shelf list and items found on the shelves).

Detention Center Library Requirements

At this time the Detention Center Library is not automated. There will be no bibliographic or patron records to convert. FCPL staff will add these manually after the system wide automation is complete. FCPL expects all software modules to have the same functionality as for the rest of the system except where FCPL has chosen to turn off functionality for this location. The requirements of this facility are noted below.

A 1. Detention Center Inmates are not allowed access to the Internet. If the PAC for this location is Web based, access to anything but the PAC must be blocked.

TLC: This would require the use of Secure•Solution or a third party software.

A 2. Items held at other locations must be blocked from this PAC (only items owned at this location must show in this PAC). Also, items held at this location must be blocked from the PAC for the rest of the system.
A 3. The PAC must be icon or menu driven, use simple language, and be very user friendly and easy to use. Since many of the Detention Center inmates have low reading levels these factors are very important.
A 4. FCPL must be able to create several levels of Circulation user log ons. Some with only the ability to check materials in and out with no access to the patron database, fines and fees owed, items checked out or other circulation information.
A 5. Patron barcodes used for this location can be different from barcodes used in the rest of the system.
A 6. Reports of items checked out to a particular patron must be available to FCPL staff on a daily basis.
A 7. The software used for this facility must be the same software used for the rest of FCPL and loaded on the server at the Headquarters Library at FCPL.

Community Information

FCPL currently has a Community Information database that is separate from our main catalog and database. The following requirements must be met by all vendors:

A 1. The vendor must support USMARC Community Information format.

A 2. All search, information and help screens must be customized to reflect Community Information. For example, a search option would be "organization" not "author."

A 3. FCPL staff must be able to define display tags appropriate to community information. It must also be possible for FCPL to modify/customize Library-specified menus and displays without programmer or vendor intervention.

A 4. FCPL must be able to choose which USMARC fields appear on any displays. For example, the call number field would not appear since it does not apply to Community Information. Instead the contact information field (#270) would be displayed.

A 5. Vendors must support the 856 field. This field is used to provide links to the different organizations Web sites.

A 6. If a Vendor proposes that the Community Information database be integrated with the main database their software **must** allow a library patron to search only the Community Information database. It must be very easy for a patron to determine how to search the Community Information database. This could be accomplished by having Community Information as a separate menu choice, or a listed separately on the search options.

A 7. Community Information records must be created, edited and deleted following the same capabilities and procedures as bibliographic records.

N 8. It must be possible to date Community Information records (MARC field 501) and easily generate reports of records that need to be updated and/or verified. It must be possible to view these reports online or print them. If printed the reports should print one organization per page.

TLC: This feature is possible. However, it is not planned at the moment.

A 9. The system must allow all or parts of the Community Information database to be printed, downloaded to disk or displayed. For example, it must be possible to print a list of all the Lions' Clubs with contact information.

A 10. The system must be able to generate a report that prints the entire database, one record per page that is in a format appropriate for mailing to organizations for updating purposes.

A 11. The system must allow FCPL to choose which USMARC Community Information fields will be included in a record.

A 12. The Community Information database must be accessible through staff workstations and PACs.

A 13. The system must be enable FCPL to control different levels of access to the database.

A 14. The proposed system must enable authorized users to search the Community Information database by the name of the organization, subject headings, keyword, contact person, program/event and date file was last updated.

A 15. The system must also enable authorized users to use Boolean operators for searching.

A 16. It must be possible to search the Community Information database with the command structure used for accessing the online public access catalog and all other system modules.

Training

A 1. The vendor must provide basic training in all functioning subsystems for the independent operation of the system, including regular maintenance and troubleshooting.

A 2. The vendor must conduct all training on site. If this is not possible the vendor must specify where the training will be held and what additional costs are involved.

A 3. The vendor must provide instructors and all necessary instructional materials that may be required for effective instruction and training.

A 4. All training for all system functions must be hands-on.

A 5. The vendor will provide a practice-training database. Any additional cost for this must be clearly stated in the Additional Costs section of the Systems Cost page.

TLC: A training machine can be provided at no additional cost. It must be returned upon completion of formal training.

A 6. Complete system and applications documentation must be available at the time the system is installed. Software documentation must be provided in both hard copy (at least 2 copies) and machine-readable format.

A 7. The vendor will provide training and instruction for all major system upgrades/revisions.

A 8. The vendor must provide optional training for future FCPL authorized staff. Any additional cost for this training must be stated on the cost sheet.

A 9. Documentation updates for all manuals must be provided on a regular basis as enhancements, upgrades and/or changes are made. These updates may be sent to FCPL in hard copy or made available via the Web.

Barcodes

FCPL uses 3 of 9 barcodes. They are 14 digit barcodes with the last digit being a check digit. We use barcodes with one (1) as the first digit for patrons and two (2), three (3), four (4) and six (6) as the first digit for materials. When we migrated to VTLS in 1994 their system would only accept 10 digit barcodes where one (1) was the first digit of the barcode for materials and two (2) was the first digit for patrons. Since FCPL's barcodes did not meet either of these VTLS requirements they wrote a conversion program to allow our barcodes to work with their software. The conversion program changes our barcodes as follows:

Barcode Number	Converted Number
11982002221234 (patron)	2200222123
21982001114321 (materials)	1200111432
31982004443322 (materials)	1300444332

All materials and patrons currently in our database will have these converted numbers. Any successful vendor must be able to accept the full 14 digit barcodes when scanned into the system, but also link those 14 digit numbers to their converted numbers already in the system (stored as patron numbers in the patron database and numbers for items in the item database).

In addition we will also be automating our Detention Center Library when new software is purchased. The barcodes used for this system might be different from those used for the rest of the system. Any vendor software must be able to accept two different types of barcodes, one used only in the Detention

Center Library and another used by the rest of FCPL.
Vendors must indicate if both of these conditions for barcodes are compatible with their software and list any additional costs due to these barcode differences in the Exceptions section on the Cost page.

__A__ 1. The proposed system can accept 14 digit barcodes scanned into the system and 10 digit barcodes stored as patron and item numbers.

__A__ 2. The system will accept two different types of barcodes used for FCPL, one for the Detention Center Library and another for the rest of the system.

ADD ALTERNATES

The modules covered in this section may or may not be included in any final contract. Vendors can bid on any or all of these modules, but each bid on a module in this section should be separate from the bid on the main section. A cost for each module in this section must be listed separately. FCPL reserves the right to purchase some, all or none of these modules.

I. Acquisitions and Fund Accounting

__A__ 1. The Acquisitions Module must be fully integrated with other system modules and must include purchase management, invoice management, fund accounting, reports generation, electronic ordering, canceling orders, reordering and claiming.

__A__ 2. Changes made from within the Acquisitions Module shall be reflected throughout the database.

__A__ 3. Each order record must be automatically and dynamically linked to a bibliographic record.

__A__ 4. Data stored in the acquisitions file shall include but not be limited to:

- __A__ bibliographic information
- __A__ acquisitions type (gift, approval, etc.)
- __A__ status
- __A__ Branch, copy, or fund information
- __A__ invoice information
- __A__ vendor information
- __A__ accounting information
- __A__ requestor
- __A__ destination
- __A__ instructions to vendor
- __A__ internal processing instructions
- __A__ estimated price
- __A__ receiving information

__A__ 5. The system shall be capable of retaining all information online for a specified period not to exceed three years.

__A__ 6. The system must provide for all information that is no longer needed to be archived to magnetic media.

__A__ 7. The system shall accommodate the following acquisitions types:

- __A__ prepaid
- __A__ gift
- __A__ lease
- __A__ membership
- __A__ rental
- __A__ purchase

A 8. The system shall accommodate the following order types:

A	approval plan	A	new order
A	pre-paid	A	added copy
A	standing order	A	subscription
A	membership	A	replacement
A	blanket order		

A 9. The system must automatically check for duplication based on any indexed field, including title key, at the library's discretion. Changing fields for duplicate detection must be a local choice not requiring vendor or programmer intervention.

A 10. If a duplicate exists, a message must be displayed and the order temporarily held until authorized staff releases it.

A 11. To facilitate order entry, a large amount of data must be 'defaulted' into a template so it is unnecessary to key the same information repeatedly. The vendor must state how many different templates the library has the option of establishing and maintaining.

A 12. The system shall prohibit the assignment of duplicate order numbers.

A 13. The system shall display the appropriate screen format and prompts for bibliographic information to be entered or copied from other lists.

A 14. The system shall be capable of holding orders for later review and release by authorized staff.

A 15. The system must be able to send orders electronically.

A 16. The system shall be capable of loading vendor supplied MARC bibliographic data from various sources (e.g. FTP transfer, diskette, Z39.50 transfer).

A 17. The system must allow for a variety of order statuses, including but not limited to:

A	on order	A	claimed
A	serial on order	A	cancelled
A	partially received		

A 18. It must be possible to generate reports for any status with specified date ranges.

A 19. The acquisitions record shall contain a cumulative status information element to provide history of the order.

A 20. The system shall be capable of accepting new bibliographic information about a title at any time after order placement or when its receipt is recorded.

A 21. Each change to a fund must be recorded by the system and include the fund affected, change made, date of the change, and individual making the change.

A 22. The fund file must include the amount budgeted, the amount encumbered, expenditures year-to-date, any uncommitted balance, and any adjustments. The system must also allow the creation of up to four levels of nested fund accounts.

A 23. The fund file shall be updated automatically to indicate file encumbrances and debits as a result of actions on the acquisition file.

A 24. During the encumbering operations, the system shall allow the operator to encumber automatically at a pre-determined vendor discount to create more accurate fund balances. For example, if the vendor normally allows at least 10% discount, than an operator keying in a $10.00 order for that vendor shall encumber $9.00.

A 25. The fund file shall be updated online as transactions are posted. The system will also allow manual adjustments by authorized users.

A 26. The system shall provide a warning alert of fund balances when the level of an encumbered fund reaches a library-specified value.

A 27. The system must have the capability to print reports of fund accounts or display them online. These reports must be accessible from within the Acquisitions Module or from a series of Web-browser-based, point and click reports.

A 28. The system shall report the number of items and titles received against a particular fund over a specified period of time.

A 29. The system must have the capability to accommodate periods during which items are still being received against the previous year's appropriation, giving the library the option as to which year's appropriation to use.

A 30. The system must be capable of calculating average annual costs for categories of materials by type and fund.

A 31. Fund accounting must adhere to GAAP (generally accepted accounting practices).

A 32. A formatted screen with appropriate prompts shall be provided for entry of vendor data.

A 33. The vendor file shall include fields for vendor name, contact name, order address and remittance address, telephone and fax numbers, vendor account number, email address, and library-supplied number of days after which claims are made.

A 34. The system maintains in each vendor record a list of all the invoices that have been paid to that vendor, showing the invoice number and date, and the amount and date paid.

A 35. On order information must automatically be updated when the item is received.

A 36. The system should have the ability to automatically create item records for multiple copies during the receipt process.

A 37. When receipt of an item is recorded and payment posted, the system shall automatically update all files, including vendor and financial files.

A 38. The system shall be capable of handling receipt of items with invoices and items without invoices.

A 39. The system shall accommodate credits, refunds, and partial order payment.

A 40. An acquisitions record shall be accessible online through at least the purchase order number and date, main entry, title, subtitle, series title, conference title, keyword(s) in title, LC card number, ISSN/ISBN, and SuDocs number/GPO stock number.

A 41. The system must allow an individual library to elect to automatically display the bibliographic record and the order record information (number of copies ordered, the collection ordered for, and the date) in the public catalog.

A 42. The system shall permit the recording of holds against titles on order and in process.

A 43. Staff must be able to search all on-order records before creating acquisition records from within the Acquisitions module.

A 44. The system must allow separate copies of selections to be charged to different fund accounts.

A 45. Staff must be able to order duplicates of materials already in a library's collection, on-order, or in process for a library.

A 46. Any staff with the proper security privileges must be able to override in all accounts.

II. Children's Catalog

A 1. The proposed system must have an icon-based PAC for children with sets of icon (photo or graphical) and preconfigured searches of interest to children developed by library professionals. The searches should have the following characteristics:
- A performed on "live"data
- A search results must be fully integrated with the library catalog and display full item information, including location and availability
- A search results can be exported to a file, printed, saved to disk or sent to an email address
- A patrons or staff can places holds on items displayed

A 2. FCPL staff must be able to design custom pre-set searches to retrieve the best results for standard topics such as science projects, crafts, or specific holidays. Authorized staff must be able to assign appropriate icons to these FCPL designed searches and search results should have the same characteristics as listed in number 1 above.

A 3. The display of specialized bibliographies, such as *Suggested Summer Reading*, must be permitted. Assignment of icons must also be permitted for these specialized bibliographies and the search results should have the same criteria as other searches.

A 4. The children's PAC must have full PAC capabilities and be fully integrated with other system modules and be accessible from all PAC and staff workstations.

A 5. The system software must come with a full set of icons for this module. Additional icons must also be easily added by authorized staff without vendor or third party involvement.

A 6. The system must index children's subject headings separately.

III. Meeting Room Booking

A 1. The system must enable authorized staff to book any FCPL meeting room to any user, subject only to policies established by FCPL.

A 2. The proposed system must support a booking record including at least the following:
- A user ID
- A location or Branch Library
- A date created
- A date needed
- A days needed
- A date last booked
- A equipment needed
- A current bookings
- A total bookings

A 3. The system proposed must allow meeting rooms to be booked up to one year in advance.

A 4. Before allowing staff to book a room, the system must check the calendar to ensure that the date is free.

A 5. The system must allow a booking confirmation letter to be created and sent to the user.

P 6. A calendar must be on the PAC so patrons can determine what dates meeting rooms are available and/or already booked.

Release Date: 2002.

A 7. The system must allow authorized staff to cancel any booking at any time.

AD 8. The system must enable authorized staff to generate and print reports. These reports shall include:

AD number of time each room was booked in a library specified period of time

Deviates: This report does not currently exist. However, TLC will create a report to FCPL's specification.

N number of bookings that were cancelled

AD lists of selected or all users with bookings for any library specified period of time

Deviates: This report does not currently exist. However, TLC will create a report to FCPL's specification.

IV. Enhanced Searching and Patron Tools

A 1. The system should provide a single point from which patrons can do simple or complex searches. Multiple sources such as, the FCPL catalog, other Maryland public libraries, Internet search engines (e.g. Yahoo, Google), third party databases (e.g. Infotrac) will be available for searching. Patrons can choose where they want to search.

A 2. Patrons can elect to be notified when materials by their favorite author(s) have been ordered and/or received. The system will allow notification by email, print or telephone.

Telephone notification is available with the purchase of PhoneTree. Please see the cost proposal for details. Email and print notification are currently available.

A 3. From the FCPL PAC, patrons can search third party vendors (e.g. Amazon, Barnes & Noble) for materials and purchase them online.

A/N 4. The system will provide patrons with information on all of the following:

N a list of what others are reading

A best seller lists

A library announcements

A book reviews

A book jackets or covers

A annotations for books and other materials

A author biographical information

A 5. The system will provide the ability for users to see more titles similar to the ones they have already retrieved.

A 6. FCPL patrons will be able to set up a profile of his/her individual searching and interest preferences.

A 7. The system will provide additional information about selected titles. This additional information should include, but is not limited to author biographies, book reviews, summaries, tables of contents and book covers.

__A__ 8. The system will be able to suggest additional topics or titles to users. This feature will be available to patrons with a single mouse click or keystroke.

This feature is available with the purchase of RatingZone. Please see the Cost Proposal for details.

__A__ 9. The source of any search results will be clearly displayed and attributed to the source.
__N__ 10. Search results should be rated according to relevancy.

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10. Required Forms

CERTIFICATION

The Department of Purchasing requests as a matter of policy that any firm receiving a contract or award from Frederick County, Maryland, shall make certification as below. Receipt of such certification, under oath, shall be a prerequisite to the award of contract and payment thereof.

I (we) hereby certify that if the contract is awarded to our firm, partnership or corporation that no member of the elected governing body of Frederick County, or members of his or her immediate family, including spouse, parents or children, or any person representing or purporting to represent any member or members of the elected governing body, has received or has been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee, political contribution, or any similar form of remuneration on account of the acts of awarding and/or executing this contract.

HANDWRITTEN SIGNATURE OF AUTHORIZED PRINCIPAL(S):

NAME: Calvin Whittington

TITLE: Calvin Whittington, Secretary

NAME OF FIRM/PARTNERSHIP/CORPORATION:

The Library Corporation (TLC)

DATE: July 10, 2001

COUNTY OF FREDERICK AFFIRMATIVE ACTION DATA FORM

The County of Frederick has established a program to ensure equal opportunity in its project bidding. We are asking you to help us in this effort by completing the Applicant Affirmative Action Data Form below. Completing the Data Form will assist us in monitoring the effectiveness of our program. THIS FORM WILL BE FILED SEPARATELY FROM YOUR BID PROPOSAL AND WILL NOT BE USED TO DISCRIMINATE IN ANYWAY IN THE PROJECT BIDDING OR AWARD PROCESS. The completion of this form is required for your participation and consideration.

1. **PROJECT:** Bid # 01-77, Library Automation Software

2 **DATE:** July 10, 2001

3. **NAME OF BIDDER:** The Library Corporation (TLC)

4. **TYPE OF BUSINESS ENTITY:**

a.	_____	Individual
b.	_____	Sole Proprietorship
c.	_____	General Partnership
d.	_____	Limited Partnership
e.	_____	Limited Liability Company
f.	_____	S-Corporation
g.	√	C-Corporation
h.	_____	Professional Corporation

5. **PERCENTAGE OF OWNERSHIP INTEREST (i.e., 1% - 100%)**

a. Based on Ethnic Origin:

1.	100%	% White
2.	_____	% Black/African-American
3.	_____	% Hispanic
4.	_____	% Asian
5.	_____	% American Indian or Alaska Native

b. Based on Gender:

1.	40%	% Male
2.	60%	% Female

Note: Ethnic origin is defined by the Federal Equal Employment Opportunity Commission as follows:

White – (Not of the Hispanic Origin) All Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

Black- (Not of the Hispanic Origin) All Persons having origins in any of the black racial groups of Africa.

Hispanic - All Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

Asian or Pacific Islanders – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. The area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

American Indian or Alaskan Native – All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliations or community recognition.

6. **HOW DID YOU LEARN OF THE PROJECT FOR WHICH YOU ARE SUBMITTING A BID?**

a.	_____	Walk-in
b.	_____	Newspaper Advertisement
c.	_____	Cable Television Announcement
d.	_____	Posted Announcement
e.	__√__	Other – Explain: We learned of the project through communication with the library.

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